

# Workforce Data Standards

covering the following sectors:

**Education & Skills**  
**Children's and Young People's Services**  
**Adult Social Care**  
**Local Government Services**



## Contents

<b>How to use this document .....</b>	<b>3</b>
Getting around the document .....	3
Where to find data items .....	3
Classes of definition .....	3
Aggregations and domains .....	3
Information provided on each standard .....	4
Abbreviations .....	5
<b>1. Introduction .....</b>	<b>6</b>
1.1 Overall Model.....	6
1.2 Context and relationship to other standards .....	7
1.3 Standards Adoption .....	7
<b>2. Scope .....</b>	<b>8</b>
General Notes.....	8
<b>Data Standards Index .....</b>	<b>10</b>
<b>3. Data Standards.....</b>	<b>14</b>
3.1 Data Items / Groups.....	14
3.2 Aggregations.....	123
<b>Annexes .....</b>	<b>180</b>
Annex A Extended Character Set Support.....	181
Annex B Data Model Fragments .....	182
Annex C Workforce Data Standards Meta Data Model.....	189
Annex D The Standards Working Group .....	190
Annex E References .....	191
Annex F Document Control.....	193

## Index of Figures

Figure 1: Overview Model (High-Level Entities) .....	6
Figure 2: Contract of Employment Data Entity-Relationship Fragment .....	182
Figure 3: Service Agreement Data Entity-Relationship Fragment .....	183
Figure 4: Pay Data Entity-Relationship Fragment .....	184
Figure 5: Pay Items Schematic.....	185
Figure 6: Absence Data Entity-Relationship Fragment .....	186
Figure 7: Verification Data Entity-Relationship Fragment.....	187
Figure 8: Meta-Data Model.....	189

## How to use this document

### Getting around the document

We recommend that readers use this document on-screen as much as possible. There are several reasons for this:

- the material is organised in several sections. There are definitions for data items, for aggregations and for domains (explained below). While this is a reasonable way of organising the material, it does mean that sometimes readers will need to refer to several parts of the document at the same time;
- to help with this, numerous links have been built in to simplify navigation around the document; and
- at c.200 pages, readers will want to consider the environment before printing.

### Where to find data items

The data item definitions are organised in sections for:

Person

Organisation

Location

Person-Organisation relationship (for example, an employment)

A full index of all the items is available [here](#).

### Classes of definition

Each item definition is classified as one of the following:

**Universal** – meaning that the definition and use of the data item covers all sectors

**Common** – i.e. across several sectors

**Sector specific** – i.e. only relevant to Education, Skills & Children's Services sector

This classification is significant for anyone using these standards.

Items whose definitions are **Universal** have usually been direct copies of central data standards, such as the Government Data Standards Catalogue. Users are advised to make sure they are aware of up to date developments on cross-government standards.

Definitions classed as **Common** have been developed by a working group that consists of the DCSF and partners in the delivery of children's and young people's service, and also by public sector organisations with a wider remit, such as the Local Government Association. Before using these definitions, users are advised to confirm their comprehensiveness with other sectors.

Definitions classed as **Sector specific** are for items that are relevant only within a single sector. They can be regarded as definitive, without further reference.

### Aggregations and domains

For clarity, data item definitions are shown separately from definitions for aggregations or derived data. Aggregations begin on page 123.

In keeping with best practice, code sets and common types of data such as dates are defined in separate domains, which are referred to from the main item definitions. Domain definitions begin on page 136, and an explanation of domains as an implementation of ISO 11179 is provided at [Annex C](#).

### Information provided on each standard

Each data item, aggregation or domain is described in tables that have the following row headings:

<b>For each Data item, the following is recorded:</b>	
<b>Ref Number</b>	A reference number assigned by DCSF
<b>Data Item Name</b>	The name of the data item, aggregation or domain
<b>Class</b>	Universal / Common / Sector specific (see above)
<b>Status</b>	Indicates the status of the definition, e.g. Draft, Under Review. Items with a status of Placeholder are proposed items waiting development.
<b>Description</b>	The description for the item.
<b>Type and Format</b>	For Text fields with specific formats, A and 9 represent alphanumeric and numeric characters respectively. This will show the maximum number of characters, and the structure of the data type/item. Thus the NI Number format is shown as AA999999A. Lengths are sometimes shown using brackets, e.g. A(7) = seven alphanumeric characters. For numeric fields, the decimal point will appear within a string of 9s if required. Some formats use the minus sign for numbers that could be negative. Thus a format of -9.99 indicates a range of values from -9.99 to +9.99.
<b>Code Set/ Valid Values</b>	Most coded items are defined as separate domains. Where a coded item has only a few values, and where its format is not shared by any other items, the code set is shown as part of the main item definition.
<b>Item Level Validation</b>	Validation guidelines are shown where they can confidently be applied in every instance of a standard's use, e.g. End Date cannot be earlier than its corresponding Start Date.
<b>Other Sectors</b>	For items classed as Common, an assessment of the extent of relevance to other sectors.
<b>Collection Notes</b>	Additional information that will be useful to designers of data collections.
<b>Output/Presentation Notes</b>	Additional information that provides a standard approach to displaying or presenting the data item.
<b>History Notes</b>	Additional information on whether systems or collections should seek to include historical values for the item as part of its specification.
<b>Multiplicity Notes</b>	Additional information on whether systems or collections should allow for multiple values per person for this item.
<b>In addition, for each Aggregation, the following is provided:</b>	
<b>Component Items</b>	A list of the items that make up the derived data or aggregation.
<b>Algorithms</b>	The algorithm(s) to be used.
<b>Applicability</b>	Any specific applicability of the aggregation.
<b>In addition, for each Domain, the following is provided:</b>	
<b>Item Type</b>	Text, Enumeration, Number, Date
<b>Default Value</b>	If applicable.
<b>Domain Level Validation</b>	If applicable.
<b>Code / Description</b>	For an enumeration, the categories and coding frame.

---

## Abbreviations

<b>ADD</b>	The Aligned Data Definitions
<b>ASHE</b>	Annual Survey of Hours and Earnings
<b>CBDS</b>	Common Basic Data Set
<b>CQC</b>	Care Quality Commission
<b>CSCI</b>	Commission for Social Care Inspection (now replaced by the CQC)
<b>ESCS</b>	The Education, Skills and Children's Services Sector.
<b>GDSC</b>	The Government Data Standards Catalogue.
<b>GTCE</b>	The General Teaching Council for England
<b>GTCW</b>	The General Teaching Council for Wales
<b>HR-XML</b>	Standard XML messages for Human Resources applications
<b>ISB-ESCS</b>	The Information Standards Board for ESCS.
<b>NMW</b>	National Minimum Wage
<b>MIAP</b>	Managing Information Across Partners.
<b>MIAP CDD</b>	MIAP Common Data Definitions
<b>NMDS-SC</b>	The National Minimum Data set for Social Care.
<b>PS-DSWG</b>	The Public Sector Data Standards Working Group
<b>STRB</b>	School Teachers' Review Body.
<b>SWF</b>	The School Workforce Census.
<b>SWG</b>	The Standards Working Group.

## 1. Introduction

The purpose of these standards is to provide consistency in the definition, meaning and use of data about the workforce for the Children's and Young People's sector and for Local Government. By providing standard definitions to those who commission, build, populate and analyse data systems, including collections and surveys, the quality of information about the children's workforce will improve over time.

### 1.1 Overall Model

Within this standards document, definitions of individual data items are organised according to the following overview model:

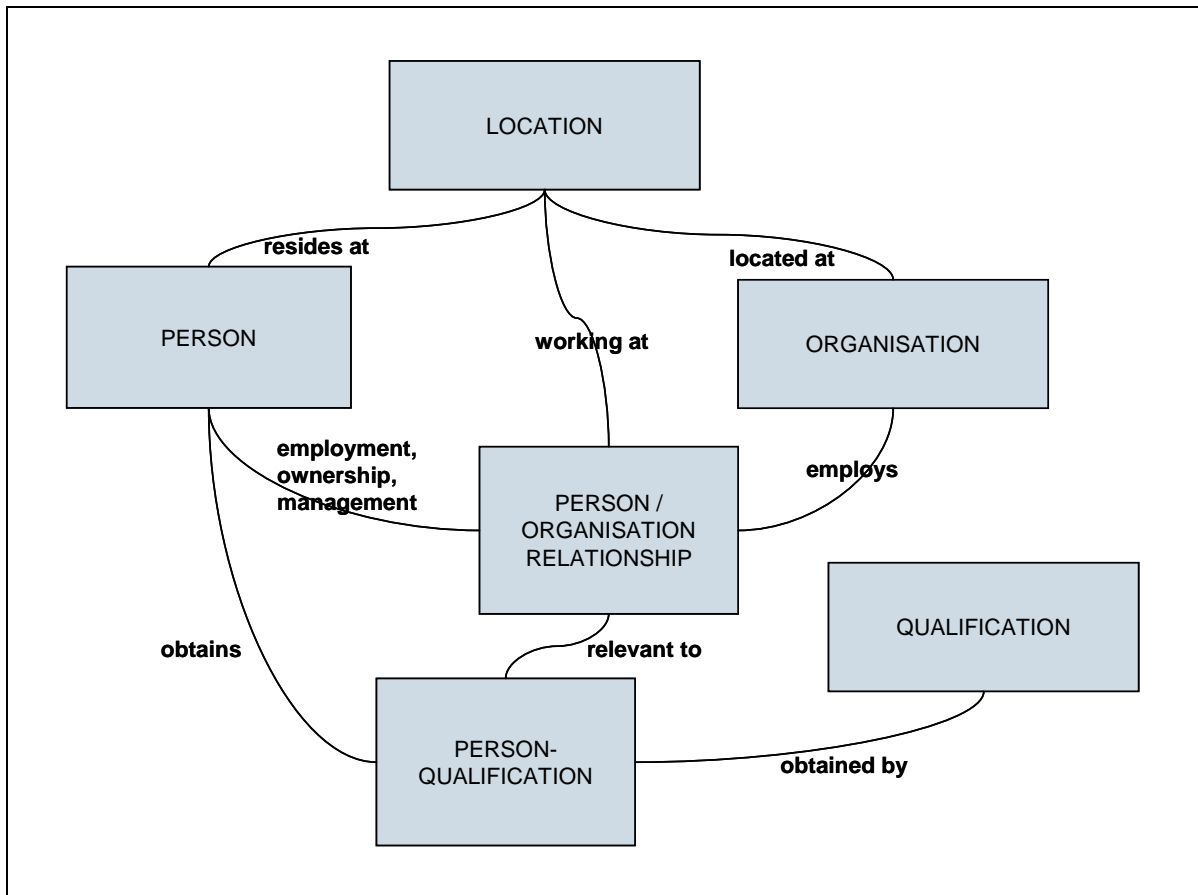


Figure 1: Overview Model (High-Level Entities)

This model is intentionally high-level. It is not intended to show a fully normalised view of all data or relationships within the standards, rather it provides a framework within which the definitions should be understood. Definitions exist within most of the above entities, although this version of the standards does not include any Qualification definitions (see page 122 for details). In addition, for some key groupings of data, such as those relating to pay or contracts, a more detailed series of illustrative entity-relationship models is provided at [Annex B](#).

Each item *definition* is classified as one of ...

- a) Universal
- b) Common to several sectors
- c) Sector specific

... as described on page 3 of this document.

Item definitions are supplemented by value Domains. These specify common value-sets (code sets) or common underlying data types, such as dates.

The full definition of an item is therefore a composite of an item's entity context, its item definition and any related value domain.

## **1.2 Context and relationship to other standards**

The Standards Working Group responsible for these definitions has sought to re-use existing standards, where these have been judged fit for purpose. For this reason, the majority of definitions already present in the Government Data Standards Catalogue, the Aligned Data Definitions (ADD) and the Common Basic Data Set are reproduced here unchanged. The ADD has been adopted by the Information Standards Board for education, skills and children's services (ISB-ESCS).

### ***ISB Note:***

The standards for ESCS and UK Government are undergoing change at this time. The Cabinet Office Chief Information Officers Council is reviewing the catalogue of eGIF Government Data Standards and consulting on proposals to refresh them. This may result in changes to person-related standards (name, address, ethnicity, religion, language, nationality) and others. The ISB-ESCS is a part of this wider change across Government, and also liaises with the devolved nations, Health and Social Care ISB and others.

During the period of development of the draft Workforce Standards, and the subsequent consultation on them, the ISB-ESCS substantially revised its process for standards development and its definition of what a Business Data Standard should comprise. As a result, existing standards will undergo revision (this includes the ADD).

The Technical Support Service to the ISB-ESCS is therefore undertaking an urgent and rapid in-depth review of Workforce Standards in comparison to its Business Data Architecture and a due diligence review. This will ensure that when approved by ISB the new standards meet all ESCS needs for the use of workforce data. In particular, it will ensure that the needs of organisations to attract and manage employees and other workers will be met by the standards, as well as the needs of planners and policy makers. The intention of the review will be to build on and use the good work that has gone into these standards, proposing changes only where necessary and after consultation.

## **1.3 Standards Adoption**

The process of implementing the standards will follow separate consultation. Once the standards have been approved by the ISB-ESCS all stakeholders will need to assess the impact on existing and planned systems, data collections and data interchanges.

The existence of a standard for an item (or items) means that wherever the data is used, it should conform to that definition. It does not specify which items are used in a particular context; each use must have proper business justification.

## 2. Scope

The scope of the workforce covered by these definitions encompasses Education, Skills, Children's and Young People's Services and Local Government Services.

Some older standards were designed around the paid workforce, primarily those directly employed by public sector organisations such as Local Authorities (LAs). For some time now, however, services have been provided by those working for agencies or service organisations that may be contracted by LAs to provide services. In addition the voluntary sector makes a significant contribution to service provision. The revision of these standards has taken all these groups into account as far as possible.

The Standards Working Group has used the DCSF publication "2020 Children and Young People's Workforce Strategy" as its main definition of the scope of the children's services sector (December 2008, see figure 1.2, page 14). The LGA provided definitions of other areas of local government. Discussions with the Department of Health and analysis of their existing standards also enabled definitions for health related staff in the social care sector to be included.

### General Notes

1. Data Protection: Organisations using these definitions are reminded that all personal data comes under the provision of the Data Protection Act, 1998. It is the responsibility of any organisation acting as a Data Controller or Data Processor to determine that their use of the data is legitimate under the act and that their practices are appropriate. The existence of a definition for an item within these standards does not by itself constitute grounds for an organisation to process such data with respect to any person.

2. Character Sets. Some text items, such as a Person's Name, should support the full range of Latin characters including accented characters and others. Details of the character sets that should be supported under these standards are shown at [Annex A](#).

3. Contract and Pay History: Many employers will retain the full history of contract data for as long as a person is with that employer. This will cover most of the data items defined here within the Person-Organisation Relationship entity. Collections such as SWF require some of the employment history after a person has left. The suggested standard is that these data are retained for as long as a person is with an employer and for at least twelve months after he/she has left.

4. Values 'not known'. The code sets within these standards do not always include a 'not known' category. The standards are designed to support a wide range of applications including both operational systems and data collections. In some cases, such as the design of some operational system, a 'not known' value would be inappropriate. It is permitted for systems or data collections to add this category to any of the code sets, provided that designers ensure that any systems or organisations with which they exchange data are also able to accept and interpret the data.

5. Category lists, codes and hierarchies. Each category list domain specifies both the range of standard categories and a code to be used for each one. Most such domains are single lists of values. However the following domains contain category lists for which standard hierarchies are provided:

- Absence Category
- Additional Payment Type
- Job Role
- Origin or Previous Employment



Users should be aware that those who interpret and analyse the data will expect to group their analysis according to these hierarchies. Therefore, while it is not necessary to reflect these hierarchies in systems that populate the data, it may be helpful to do so.

6. Data Handling and Transfer. Revised data handling procedures across government were published in June 2008. Much of the use that will be made of these standards will be in the design, preparation and operation of data sharing or data collection projects. It is essential that staff doing this work are aware of the procedures. Details can be found at [www.cabinetoffice.gov.uk/csia.aspx](http://www.cabinetoffice.gov.uk/csia.aspx). A version for local government is available at [www.idea.gov.uk/datahandling](http://www.idea.gov.uk/datahandling).

## Data Standards Index

Ref	Name	Class	Page
<b>3.1 DATA ITEMS / GROUPS (p 14)</b>			
<b>PERSON SECTION</b>			
S005	<a href="#">Person Family Name</a>	U	14
S010	<a href="#">Person Given Name</a>	U	15
S015	<a href="#">Person Name Suffix</a>	U	16
S020	<a href="#">Person Name Title</a>	U	17
S025	<a href="#">Person Family Name First</a>	U	18
S030	<a href="#">Person Name Qualifier</a>	U	19
S035	<a href="#">Person Full Name</a>	U	20
S040	<a href="#">Person Gender Currently</a>	U	21
S045	<a href="#">Person Gender At Registration</a>	U	22
S050	<a href="#">Person Birth Date</a>	U	23
S055	<a href="#">Birth Date Verification</a>	U	24
S060	<a href="#">Person Death Date</a>	U	25
S065	<a href="#">Ethnicity</a>	U	26
S070	<a href="#">Unique Learner Number</a>	U	27
S055	<a href="#">NI Number</a>	U	28
S080	<a href="#">Disability Status</a>	U	29
S085	<a href="#">Person Religion</a>	U	30
S090	<a href="#">Person Religious Affiliation</a>	U	31
S095	<a href="#">Person Sexual Identity</a>	U	32
S100	<a href="#">Person Nationality</a>	U	33
S105	<a href="#">Person Country of Birth</a>	U	34
S110	<a href="#">Date of UK Entry</a>	U	35
S115	<a href="#">Teacher Number</a>	S	36
S120	<a href="#">Other Teacher Reference</a>	S	37
S125	<a href="#">QT Status</a>	S	38
S130	<a href="#">Date Awarded QT Status</a>	S	39
S135	<a href="#">Date of First Role as QT</a>	S	40
S140	<a href="#">QTS Route</a>	S	41
S145	<a href="#">Early Years Professional Status</a>	S	42
S150	<a href="#">Date Awarded Early Years Professional Status</a>	S	43
S155	<a href="#">GSCC Register Number</a>	C	44
S160	<a href="#">Date of First Qualified GSCC Registration</a>	C	45
S165	<a href="#">HLTA Status</a>	S	46
S170	<a href="#">Date Awarded HLTA Status</a>	S	47
S175	<a href="#">Date of First Role as HLTA</a>	S	48
S180	<a href="#">CWDC Induction</a>	C	49
S185	<a href="#">Date Completed CWDC Induction</a>	C	50
S190	<a href="#">Chartered London Teacher Status</a>	S	51
S195	<a href="#">Date Obtained Chartered London Teacher Status</a>	S	52
<b>ORGANISATION SECTION</b>			
S200	<a href="#">Organisation Identifier</a>	U	53
S210	<a href="#">Service Area</a>	U	55
S215	<a href="#">Service Type</a>	U	56
S220	<a href="#">Service Provision Unit Type</a>	C	57
S225	<a href="#">CQC Registration ID</a>	C	58
S230	<a href="#">Date of CSCI Registration</a>	C	59

Ref	Name	Class	Page
<b>LOCATION SECTION</b>			
S300	<a href="#">Location Address</a>	U	60
S310	<a href="#">Location Post Code</a>	U	61
S320	<a href="#">Location BFPO Number</a>	U	62
<b>PERSON-ORGANISATION RELATIONSHIP SECTION</b>			
S400	<a href="#">Job Role</a>	C	63
S405	<a href="#">Post</a>	C	64
S410	<a href="#">Job Title</a>	C	65
S415	<a href="#">Nature of Relationship</a>	C	66
S420	<a href="#">Type of Contract</a>	C	67
S425	<a href="#">Start Date of Contract/Service</a>	C	68
S430	<a href="#">End Date of Contract/Service</a>	C	69
S435	<a href="#">Start Date of Role</a>	C	70
S440	<a href="#">End Date of Role</a>	C	71
S445	<a href="#">Student/Trainee?</a>	C	72
S450	<a href="#">Start Date for Continuous Service</a>	C	73
S455	<a href="#">Date of Arrival in Establishment</a>	C	74
S460	<a href="#">Last Occupation or Employment Status</a>	C	75
S465	<a href="#">Destination on Leaving</a>	C	76
S470	<a href="#">Reason for Leaving</a>	C	77
S475	<a href="#">Payroll Number, LA or other</a>	C	78
S480	<a href="#">Base Interval</a>	C	79
S485	<a href="#">Contracted Working Hours</a>	C	80
S490	<a href="#">Equivalent Full-Time Hours</a>	C	81
S495	<a href="#">Weeks per Year</a>	C	82
S500	<a href="#">Considered Full- or Part-time</a>	C	83
S505	<a href="#">Additional Hours Worked</a>	C	84
S510	<a href="#">Salary Scheme</a>	C	85
S515	<a href="#">Annual Basic Salary Rate</a>	C	86
S520	<a href="#">Weekly Basic Salary Rate</a>	C	87
S525	<a href="#">Daily Basic Salary Rate</a>	C	88
S530	<a href="#">Hourly Basic Salary Rate</a>	C	89
S535	<a href="#">Protected Salary Indicator</a>	C	90
S540	<a href="#">Piecework/Sessional Indicator</a>	C	91
S545	<a href="#">Pay Year End Date</a>	C	92
S550	<a href="#">Annual Gross Pay</a>	C	93
S555	<a href="#">Monthly Gross Pay</a>	C	94
S560	<a href="#">Weekly Gross Pay</a>	C	95
S565	<a href="#">Spine Point</a>	C	96
S570	<a href="#">Regional Pay Spine</a>	C	97
S575	<a href="#">Category of Additional Payment</a>	C	98
S580	<a href="#">Additional Payment Amount</a>	C	99
S585	<a href="#">Taxable Benefits in Kind</a>	C	100
S590	<a href="#">Verification Check Type</a>	C	101
S595	<a href="#">Date Checking Process Initiated</a>	C	102
S600	<a href="#">Check Passed?</a>	C	103
S605	<a href="#">Date of Verification Check Response</a>	C	104
S610	<a href="#">Date Agency Confirmation Received</a>	C	105
S615	<a href="#">Expiry of Right to Work in the UK</a>	C	106
S620	<a href="#">CRB/List 99 Clearance Status</a>	C	107
S625	<a href="#">CRB Clearance Level</a>	C	108
S630	<a href="#">Expiry Date for Verification Check</a>	C	109

Ref	Name	Class	Page
S635	<a href="#">Review Date for Verification Check</a>	C	110
S640	<a href="#">CRB Clearance Reference Number</a>	C	111
S645	<a href="#">Probation in Role Completed?</a>	C	112
S650	<a href="#">Curriculum Subject</a>	S	113
S655	<a href="#">Curriculum Hours</a>	S	114
S660	<a href="#">Curriculum Teaching Level</a>	S	115
S665	<a href="#">Absence Category</a>	C	116
S670	<a href="#">Sickness Absence Type</a>	C	117
S675	<a href="#">First Day of Absence</a>	C	118
S680	<a href="#">Last Day of Absence</a>	C	119
S685	<a href="#">Working Days Lost</a>	C	120
S690	<a href="#">Injury at Work (RIDDOR)</a>	C	121
<b>QUALIFICATION SECTION</b>			
<b>3.2 AGGREGATIONS (p. 123)</b>			
<b>PERSON SECTION</b>			
A100	<a href="#">Age</a>	C	123
<b>ORGANISATION SECTION</b>			
A200	<a href="#">Count of Vacancies</a>	C	124
A210	<a href="#">Vacancy Rate</a>	C	125
A220	<a href="#">Headcount</a>	C	126
A230	<a href="#">FTE Count</a>	C	127
A240	<a href="#">Leavers Count</a>	C	128
A250	<a href="#">Turnover Rate</a>	C	129
A260	<a href="#">Total Days Lost</a>	C	130
A270	<a href="#">Total Service Provision Capacity at Completion Date</a>	C	131
A280	<a href="#">Service Provision at Completion Date</a>	C	132
<b>PERSON-ORGANISATION RELATIONSHIP SECTION</b>			
A290	<a href="#">Off-the-job Training Days</a>	C	133
A300	<a href="#">FTE – in week</a>	C	134
A310	<a href="#">FTE – per annum</a>	C	135
<b>3.3 DOMAINS (p. 136)</b>			
D010	<a href="#">Absence Category</a>	-	136
D015	<a href="#">Absence Days</a>	-	138
D020	<a href="#">Additional Payment Type</a>	-	139
D025	<a href="#">Base Interval</a>	-	142
D030	<a href="#">Birth Date Verification Code</a>	-	143
D035	<a href="#">Clearance Status</a>	-	145
D040	<a href="#">Destination on Leaving</a>	-	146
D045	<a href="#">Ethnicity Code</a>	-	147
D050	<a href="#">Gender</a>	-	148
D055	<a href="#">Job Role</a>	-	149
D060	<a href="#">Nature of Relationship</a>	-	154
D065	<a href="#">Origin or Previous Employment</a>	-	155
D070	<a href="#">Pay Spine Region</a>	-	157
D075	<a href="#">Post</a>	-	158
D080	<a href="#">Proxy Date</a>	-	159
D085	<a href="#">QTS Route</a>	-	160
D090	<a href="#">Reason for Leaving</a>	-	161
D099	<a href="#">Salary Scheme</a>	-	162
D100	<a href="#">Service Area</a>	-	164
D105	<a href="#">Service Provision Unit</a>	-	165
D110	<a href="#">Service Type</a>	-	166

<b>Ref</b>	<b>Name</b>	<b>Class</b>	<b>Page</b>
D115	<a href="#">Sickness Absence Type</a>	-	167
D120	<a href="#">Standard Date</a>	-	168
D125	<a href="#">Standard Hours &amp; Minutes</a>	-	169
D130	<a href="#">Standard NC Subject Code</a>	-	170
D135	<a href="#">Standard NC Year Group</a>	-	173
D140	<a href="#">Standard Yes/No Type</a>	-	174
D145	<a href="#">Teacher Number</a>	-	175
D150	<a href="#">Type of Contract</a>	-	176
D155	<a href="#">UK Currency</a>	-	177
D160	<a href="#">Verification Check Type</a>	-	178

### 3. Data Standards

#### 3.1 Data Items / Groups

##### PERSON SECTION

<b>Ref Number</b>	S005	<b>Data Item Name</b>	<b>Person Family Name</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

Data Item Definition	
<b>Description</b>	The part of a person's name which is used to describe family, clan, tribal group, or marital association. Equivalent to surname.
<b>Type and Format</b>	Alphanumeric. ADD allows up to 100 characters. Please note however that it may not be legal to limit the length of a name. Name has no definition in law and a citizen may be entitled to insist on a name that is > 100 characters. The definition may therefore be pragmatic but not definitive. See also <a href="#">General Note</a> , 2. Character Sets.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	None.
<b>Collection Notes</b>	See <a href="#">General Notes</a> , 1. Data Protection, 2. Character Sets.
<b>Output/Presentation Notes</b>	See <a href="#">General Notes</a> , 2. Character Sets.
<b>History Notes</b>	Some applications have the requirement to record historic changes of name, such as change of name on marriage.
<b>Multiplicity Notes</b>	Where current and previous names are held it must be possible to determine the current name.
<b>Source(s)</b>	Definition from the ADD, which follows the GDSC definition and BSEN 8766:2004. Included in CBDS and SWF NMDS-SC does not collect Name.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S010	<b>Data Item Name</b>	<b>Person Given Name</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The forename or given name of a person.
<b>Type and Format</b>	Alphanumeric, up to 100 characters.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	None.
<b>Collection Notes</b>	See <a href="#">General Notes</a> , 1. Data Protection, 2. Character Sets.
<b>Output/Presentation Notes</b>	See <a href="#">General Notes</a> , 2. Character Sets.
<b>History Notes</b>	Some applications have the requirement to record historic changes of name.
<b>Multiplicity Notes</b>	Please note that a person may have one or more Given Names.
<b>Source(s)</b>	Definition from the ADD, which follows GDCS and BSEN 8776:2004. Included in SWF and CBDS.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S015	<b>Data Item Name</b>	<b>Person Name Suffix</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	A textual suffix that may be added to the end of a person's name, for example, OBE, MBE, BSc, JP, GM.
<b>Type and Format</b>	Alphanumeric, up to 35 characters.
<b>Code Set/ Valid Values</b>	Any character string.
<b>Item Level Validation</b>	None.
<b>Collection Notes</b>	See <a href="#">General Notes</a> , 1. Data Protection, 2. Character Sets.
<b>Output/Presentation Notes</b>	See <a href="#">General Notes</a> , 2. Character Sets.
<b>History Notes</b>	Suffixes may change and some applications may have requirements to keep a history.
<b>Multiplicity Notes</b>	One instance per person name (where two sets of initials apply, they are concatenated in the same item and separated by a single comma, e.g. "BA, OBE").
<b>Source(s)</b>	Definition from the ADD, which follows the GDSC definition and BSEN 8776:2004. Included in CBDS only SWF and NMDS-SC do not collect Name Suffix.
<a href="#">To the Index</a>	



<b>Ref Number</b>	S020	<b>Data Item Name</b>	<b>Person Name Title</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	A standard form of address used to precede a person's name.
<b>Type and Format</b>	Alphanumeric, up to 35 characters.
<b>Code Set/ Valid Values</b>	The full available range of generally recognised titles is permitted. However if any of the following are used then the value input must conform to the following format: Mr Mrs Miss Ms Dr Rev Sir Lady Lord Dame
<b>Item Level Validation</b>	None.
<b>Collection Notes</b>	See <a href="#">General Notes</a> , 1. Data Protection, 2. Character Sets.
<b>Output/Presentation Notes</b>	See <a href="#">General Notes</a> , 2. Character Sets.
<b>History Notes</b>	Name titles may change and some applications may have requirements to keep a history.
<b>Multiplicity Notes</b>	One instance per person name (where two sets of initials apply, they are concatenated in the same item, e.g. "Rev Dr").
<b>Source(s)</b>	Definition from the ADD, which follows the GDSC definition and BSEN 28601. Included in CBDS only, SWF and NMDS-SC do not collect Name Title.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S025	<b>Data Item Name</b>	<b>Person Family Name First</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

Data Item Definition	
<b>Description</b>	Indicates that the name should be displayed or printed with the family name at the start.
<b>Type and Format</b>	See <a href="#">Standard Yes/No Type</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	None.
<b>Collection Notes</b>	See <a href="#">General Notes</a> , 1. Data Protection.
<b>Output/Presentation Notes</b>	Generally this item is not output, but is used to format the output of other name items.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	Should be provided for every instance of a person's name.
<b>Source(s)</b>	Definition from the ADD, which follows the GDSC definition. Included in CBDS only, SWF and NMDS-SC do not collect person Family Name First.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S030	<b>Data Item Name</b>	<b>Person Name Qualifier</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	Indicates the use of the name, such as preferred name or name known-as.
<b>Type and Format</b>	Code set
<b>Code Set/ Valid Values</b>	The following values are specified: preferred alternative legal known-as
<b>Item Level Validation</b>	n/a
<b>Collection Notes</b>	See <a href="#">General Notes</a> , 1. Data Protection.
<b>Output/Presentation Notes</b>	Application specific.
<b>History Notes</b>	n/a
<b>Multiplicity Notes</b>	One instance per name.
<b>Source(s)</b>	Definition from the ADD, which follows the GDSC definition. Included in CBDS only, SWF and NMDS-SC do not collect Person Name Qualifier.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S035	<b>Data Item Name</b>	<b>Person Full Name</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	A separate, free-format text item allowing a persons' full name to be separately recorded. This is a specialised requirement for situations where a person can specify how their name will appear, for example on a qualification certificate.
<b>Type and Format</b>	Alphanumeric up to 100 characters.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	None.
<b>Collection Notes</b>	Not normally collected, for local use only. See <a href="#">General Notes</a> , 1. Data Protection, Character Sets.
<b>Output/Presentation Notes</b>	See <a href="#">General Notes</a> , 2. Character Sets.
<b>History Notes</b>	Application specific.
<b>Multiplicity Notes</b>	Application specific.
<b>Source(s)</b>	Definition from the ADD, which follows the GDSC definition. Included in CBDS only, SWF and NMDS-SC do not collect Person Full Name.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S040	<b>Data Item Name</b>	<b>Person Gender Currently</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	A person's current gender.
<b>Type and Format</b>	See domain <a href="#">Gender</a> .
<b>Code Set/ Valid Values</b>	See domain <a href="#">Gender</a> .
<b>Item Level Validation</b>	Application specific. Some applications may have a requirement to limit the use of value 9 (Not specified).
<b>Collection Notes</b>	See <a href="#">General Notes</a> , 1.Data protection.
<b>Output/Presentation Notes</b>	Probably displayed as Male, Female, etc. rather than 1, 2.
<b>History Notes</b>	Change to gender value will be rare, but some applications may have a requirement to keep an audit trail of changes.
<b>Multiplicity Notes</b>	One value only.
<b>Source(s)</b>	We expect the ADD to set the standard for ESCS. ADD follows the GDSC definition, which is based on ISO ISO/IEC 5218:2004. CBDS, SWF use GDSC 0, 1, 2 and 9 codes. NMDS-SC (Individual Q.3) uses Male, Female. Not Known.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S045	<b>Data Item Name</b>	<b>Person Gender At Registration</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	A person's gender at registration.
<b>Type and Format</b>	See <a href="#">Gender</a> domain.
<b>Code Set/ Valid Values</b>	See <a href="#">Gender</a> domain.
<b>Item Level Validation</b>	None.
<b>Collection Notes</b>	See <a href="#">General Notes</a> , 1. Data protection.
<b>Output/Presentation Notes</b>	Probably presented as Male, Female, etc. See also ONS guidelines.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	One instance only.
<b>Source(s)</b>	Definition from the ADD. ADD follows the GDSC definition, which is based on ISO ISO/IEC 5218:2004. No known usage within ESCS.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S050	<b>Data Item Name</b>	<b>Person Birth Date</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The date a person was born.
<b>Type and Format</b>	See <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	Most systems or collections across the sector apply age range checks. See NMDS-SC and SWF guidance for details.
<b>Collection Notes</b>	See <a href="#">General Notes</a> on data protection.
<b>Output/Presentation Notes</b>	Application specific standards for dates should apply.
<b>History Notes</b>	None required (although operational systems may wish to keep an audit log of edits).
<b>Multiplicity Notes</b>	One instance only.
<b>Source(s)</b>	Definition from the ADD. SWF census uses GDSC format (CBDS 400007). NMDS-SC (Individual Q.4) formatted DDMMYYYY.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S055	<b>Data Item Name</b>	<b>Birth Date Verification</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The evidence for the date of birth.
<b>Type and Format</b>	See <a href="#">Birth Date Verification Code</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	Applications will need to assess whether this item is required or optional.
<b>Collection Notes</b>	n/a
<b>Output/Presentation Notes</b>	n/a
<b>History Notes</b>	n/a
<b>Multiplicity Notes</b>	n/a
<b>Source(s)</b>	Not used within any known ESCS application
<a href="#">To the Index</a>	



<b>Ref Number</b>	S060	<b>Data Item Name</b>	<b>Person Death Date</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The date a person died.
<b>Type and Format</b>	See <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	Most applications requiring this attribute should build in suitable business rules to check the validity of the data. GDSC and ADD specify an optional verification level code set.
<b>Collection Notes</b>	See <a href="#">General Notes</a> on data protection.
<b>Output/Presentation Notes</b>	Application specific standards for dates should apply.
<b>History Notes</b>	n/a
<b>Multiplicity Notes</b>	One instance only.
<b>Source(s)</b>	Definition from the ADD.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S065	<b>Data Item Name</b>	<b>Ethnicity</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The classification of a person's ethnic group.
<b>Type and Format</b>	See <a href="#">Ethnicity Code</a> domain.
<b>Code Set/ Valid Values</b>	See <a href="#">Ethnicity Code</a> domain.
<b>Item Level Validation</b>	n/a
<b>Collection Notes</b>	See <a href="#">General Notes</a> , 1.Data Protection.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Application specific requirements only.
<b>Multiplicity Notes</b>	Central systems, if collecting from a number of sources, will need to cater for the fact that different systems may record a different ethnicity for the same member of the workforce. A person may change their perception of their ethnicity as they move from job to job.
<b>Source(s)</b>	<p>Definition from the ADD. However this defines four separate category lists, each of which only partly inter-relates to the others.</p> <p>There is a proposal for a pan-government standard being conducted in dialogue with the ONS and the PS-DSWG to which the ISB-ESCS is party. This will be finalised only after the design of the 2011 census has been completed by the ONS.</p> <p>NMDS-SC (Individual Q.5) follows the 2001 census, but allows respondents to use a super-category, e.g. White, mixed, etc.</p>
<a href="#">To the Index</a>	

<b>Ref Number</b>	S070	<b>Data Item Name</b>	<b>Unique Learner Number</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>A unique identifier for an individual learner, as allocated by the MIAP Learner Registration Service.</p> <p>At present (2010) not many members of the workforce will have been allocated a Unique Learner Number. In time, however, an increasing proportion of the workforce will have one and this number will be key to accessing information about the person's learning.</p>
<b>Type and Format</b>	Ten-digit number, with zero not allowed as the first character.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	<p>1. The first digit must not be zero.</p> <p>2. The verify the final digit (check digit):</p> <p>a) form the sum</p> <p style="padding-left: 40px;">10 × first digit</p> <p style="padding-left: 40px;">+ 9 × second digit</p> <p style="padding-left: 40px;">(and so on, until)</p> <p style="padding-left: 40px;">+ 2 × ninth digit</p> <p>b) divide the result of this sum by 11</p> <p>If the remainder = 10, then the ULN is valid.</p>
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	<p>The MIAP CDD.</p> <p>CBDS defines within the pupil level (ref 100016).</p>
<a href="#">To the Index</a>	

<b>Ref Number</b>	S075	<b>Data Item Name</b>	<b>NI Number</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	A reference number that is issued to a person by the DWP/IR for participants in the National Insurance Scheme. Definition from the GDSC.
<b>Type and Format</b>	Fixed format - AA999999A
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	<ol style="list-style-type: none"> <li>1. Must be 9 characters.</li> <li>2. First 2 characters must be alpha.</li> <li>3. Next 6 characters must be numeric.</li> <li>4. Final character can be A, B, C, D or a space.</li> <li>5. First character must not be D,F,I,Q,U or V</li> <li>6. Second characters must not be D, F, I, O, Q, U or V.</li> <li>7. First 2 characters must not be combinations of GB, NK, TN or ZZ (the term combinations covers both GB and BG etc.)</li> </ol>
<b>Collection Notes</b>	Please note that authorisation to include the NI Number in a data collection must be obtained from the Department of Work and Pensions. See also <a href="#">General Notes</a> , 1. Data protection.
<b>Output/Presentation Notes</b>	n/a
<b>History Notes</b>	n/a
<b>Multiplicity Notes</b>	From a system design perspective, a person can only have one NI Number. However, instances are known of one number being allocated to more than one person, or of a person having more than one number. Operational process should be available to deal with these eventualities.
<b>Source(s)</b>	Definition from the GDSC. NMDS-SC (Individual Q1) and the SWF Census (CBDS 400013) both follow existing standards.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S080	<b>Data Item Name</b>	<b>Disability Status</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	A self-defined indication of whether a person considers themselves to have a disability.
<b>Type and Format</b>	See <a href="#">Standard Yes/No Type</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	n/a
<b>Collection Notes</b>	See <a href="#">General Notes</a> 1. Data Protection.
<b>Output/Presentation Notes</b>	This is sensitive data and appropriate steps must be taken to ensure confidentiality and non-disclosure at the level of personal records.
<b>History Notes</b>	This value may change over time and an HR application would be expected to retain a history of changes. Most data collections will collect current status only.
<b>Multiplicity Notes</b>	One value only.
<b>Source(s)</b>	<p>The SWF census introduced a Disability item in 2009 (CBDS, 400320)</p> <p>There are plans to develop separate standards for coding different types of disability, to allow for fuller recording of disability than the simple yes/no item defined here.</p> <p>MIAP CDD includes space for a Person Disability, with the content undefined.</p> <p>Coding schemes for types of Disability are used by the FE Information Authority (LSC, ILR field L15, Learner's Main Disability) and HESA uses a coding for types of disability (using the National Bureau for Students with Disabilities coding of sense related disability categories, approximately 10 coding items).</p>
<a href="#">To the Index</a>	

<b>Ref Number</b>	S085	<b>Data Item Name</b>	<b>Person Religion</b>
<b>Class</b>	Universal	<b>Status</b>	Placeholder

<b>Data Item Definition</b>	
<b>Description</b>	Place-holder for a standard definition of a person's religious beliefs, or non-beliefs. To be finalised when a cross-government data standard is available.
<b>Type and Format</b>	Code list (domain) to be confirmed.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	To be confirmed.
<b>Collection Notes</b>	See <a href="#">General Notes</a> 1. Data Protection.
<b>Output/Presentation Notes</b>	To be confirmed.
<b>History Notes</b>	To be confirmed.
<b>Multiplicity Notes</b>	To be confirmed.
<b>Source(s)</b>	Government Data Standards.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S090	<b>Data Item Name</b>	<b>Person Religious Affiliation</b>
<b>Class</b>	Universal	<b>Status</b>	Placeholder

<b>Data Item Definition</b>	
<b>Description</b>	Place-holder for a standard definition of a person's religious affiliation. To be finalised when a cross-government data standard is available.
<b>Type and Format</b>	Code list (domain) to be confirmed.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	To be confirmed.
<b>Collection Notes</b>	See <a href="#">General Notes</a> 1. Data Protection.
<b>Output/Presentation Notes</b>	To be confirmed.
<b>History Notes</b>	To be confirmed.
<b>Multiplicity Notes</b>	To be confirmed.
<b>Source(s)</b>	Government Data Standards.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S095	<b>Data Item Name</b>	<b>Person Sexual Identity</b>
<b>Class</b>	Universal	<b>Status</b>	Placeholder

<b>Data Item Definition</b>	
<b>Description</b>	Place-holder for a standard definition of a person's sexual identity. To be finalised when a cross-government data standard is available.
<b>Type and Format</b>	Code list (domain) to be confirmed.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	To be confirmed.
<b>Collection Notes</b>	See <a href="#">General Notes</a> 1. Data Protection.
<b>Output/Presentation Notes</b>	To be confirmed.
<b>History Notes</b>	To be confirmed.
<b>Multiplicity Notes</b>	To be confirmed.
<b>Source(s)</b>	Government Data Standards.
<a href="#">To the Index</a>	



<b>Ref Number</b>	S100	<b>Data Item Name</b>	<b>Person Nationality</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	A person's nationality, e.g. British.
<b>Type and Format</b>	<p>a) the recommended format is 3-digit numeric variant of the ISO 3166 standard, with a number of 900-series extensions. This is consistent with the NMDS-SC and follows the adaptation of ISO codes as used by ONS in the Labour Force Survey;</p> <p>b) ISO 3166 also has two alpha encodings, the alpha-3 version is used in education applications.</p>
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	n/a
<b>Collection Notes</b>	See <a href="#">General Notes</a> 1. Data Protection.
<b>Output/Presentation Notes</b>	n/a
<b>History Notes</b>	n/a
<b>Multiplicity Notes</b>	There is no generally accepted approach to dual nationality and no specific code to record it. Therefore some applications may have a business requirement to record more than one Person Nationality. However the majority of applications are expected to need only one.
<b>Source(s)</b>	<p>ISO 3166.</p> <p>The Information Authority uses the extended HESA code set which is based on ISO 3166. MIAP also use an extended set based on ISO 3166. There are differences between the MIAP set and the HESA set as the ISO 3166 set is extensible, therefore data transfer can require transformations.</p> <p>School MIS systems currently implement the alpha-3 version of the ISO 3166 code set, as recommended in the CBDS. Suppliers may need to extend their mapping tables to accommodate both coding frames.</p>
<a href="#">To the Index</a>	

<b>Ref Number</b>	S105	<b>Data Item Name</b>	<b>Person Country of Birth</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	A person's country of birth, e.g. British.
<b>Type and Format</b>	a) the recommended format is 3-digit numeric variant of the ISO 3166 standard, with a number of 900-series extensions. This is consistent with the NMDS-SC and follows the adaptation of ISO codes as used by ONS in the Labour Force Survey; b) ISO 3166 also has two alpha encodings, the alpha-3 version is used in education applications.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	n/a
<b>Collection Notes</b>	See <a href="#">General Notes</a> 1. Data Protection.
<b>Output/Presentation Notes</b>	n/a
<b>History Notes</b>	n/a
<b>Multiplicity Notes</b>	One entry only permitted.
<b>Source(s)</b>	See Person Nationality.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S110	<b>Data Item Name</b>	<b>Date UK Entry</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>The date on which a person enters the UK after a period abroad.</p> <p>Please note that this standard simply defines the date of entry, and does not specify the criteria by which someone is classed as a “migrant”. There may be various definitions of this, depending on business requirements and the criteria for recording this within a system or a data collection will be recorded as application specific.</p>
<b>Type and Format</b>	See <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	Suitable range checks should be applied on entry, e.g. date should not be in the future.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	No known requirement to keep a full history within the sector.
<b>Multiplicity Notes</b>	Normally one entry per person.
<b>Source(s)</b>	No known previous definitions of this item within ESCS.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S115	<b>Data Item Name</b>	<b>Teacher Number</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The DCSF Teacher Reference number (also known as GTC number). For members of staff who have one this is a unique identifier.
<b>Type and Format</b>	See <a href="#">Teacher Number</a> domain. NB: DCSF, GTCE and GTCW consulting over changes to allocation of numbers. Current process is for the first two digits of the number to equal the year of allocation, with the remaining five digits in range bands. However in 2007-08 some ranges ran short. Consultation ongoing.
<b>Code Set/ Valid Values</b>	Any seven digit string (it is customary with this item to supply leading zeros).
<b>Item Level Validation</b>	Must be seven full digits.
<b>Collection Notes</b>	See <a href="#">General Notes</a> 1. Data Protection. Requires secure collection, personal identifier.
<b>Output/Presentation Notes</b>	1. Sometimes this item is displayed with "/" after the first two digits. However, this is old-style usage and not required in new applications. 2. Systems in Wales sometimes add an eighth digit to the Teacher Number. This is a sex digit with values 1 for male and 2 for female. This digit is not required for standards purposes and does not change the uniqueness of the seven-digit number.
<b>History Notes</b>	History not required. A person will occasionally be assigned two numbers at different times; however admin processes resolve this and combine records within operational systems.
<b>Multiplicity Notes</b>	A person can only have one Teacher Number. A Teacher Number can only apply to one person.
<b>Source(s)</b>	Taken from the latest draft SWCBDS. CBDS Number 400001. Definition has long and stable history.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S120	<b>Data Item Name</b>	<b>Other Teacher Reference</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	Any reference or registration number allocated to a teacher by a registration body other than the GTCE or GTCW.
<b>Type and Format</b>	Free text.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	n/a
<b>Collection Notes</b>	Application specific.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	A person may have several instances of this item, however local standards may require just one (if at all).
<b>Source(s)</b>	Not used in any known data collection. However, some schools in England keep records of reference number for teachers from Scotland or Northern Ireland.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S125	<b>Data Item Name</b>	<b>QT Status</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	Indicates whether a person has been awarded Qualified Teacher status by either the GTC for England or the GTC for Wales.
<b>Type and Format</b>	See <a href="#">Standard Yes/No Type</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	If a person has QT Status, they will be allocated a <a href="#">Teacher Number</a> . Check for its existence. If True, then <a href="#">Date Awarded QT Status</a> should also be available.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Can only record current status. See also <a href="#">Date Awarded QT Status</a> .
<b>Multiplicity Notes</b>	Can apply only once per person.
<b>Source(s)</b>	Taken from SWF Census, QT Status, CBDS 400047
<a href="#">To the Index</a>	

<b>Ref Number</b>	S130	<b>Data Item Name</b>	<b>Date Awarded QT Status</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The date on which a person is awarded Qualified Teacher Status.
<b>Type and Format</b>	For dates since 1 January 2000 the <a href="#">Standard Date</a> domain must apply. For older dates the <a href="#">Proxy Date</a> domain can be used. However, the GTCE will have records of exact dates for all qualified teachers.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	For proxy dates, see domain level validation rules.
<b>Collection Notes</b>	Collections should be designed so that where a proxy date is provided, it is flagged as such. Such usage should be made clear in collection specification and guidance notes.
<b>Output/Presentation Notes</b>	Where a proxy date has been provided, it must be marked as such in any output.
<b>History Notes</b>	None required.
<b>Multiplicity Notes</b>	None required.
<b>Source(s)</b>	No previous definition exists; this item is not collected by the SWF census. Note that for some collections, proxy dates may be used. For example 1 September yyyy may be used as the start of an academic year. Such usage should be made clear in collection specification and guidance notes.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S135	<b>Data Item Name</b>	<b>Date of First Role as QT</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The date on which a person undertakes their first role as a Qualified Teacher.
<b>Type and Format</b>	For dates since 1 January 2000 the <a href="#">Standard Date</a> domain must apply. For older dates the <a href="#">Proxy Date</a> domain can be used.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	For proxy dates, see domain level validation rules.
<b>Collection Notes</b>	Collections should be designed so that where a proxy date is provided, it is flagged as such. Such usage should be made clear in collection specification and guidance notes.
<b>Output/Presentation Notes</b>	Where a proxy date has been provided, it must be marked as such in any output.
<b>History Notes</b>	None required.
<b>Multiplicity Notes</b>	None required.
<b>Source(s)</b>	n/a
<a href="#">To the Index</a>	



<b>Ref Number</b>	S140	<b>Data Item Name</b>	<b>QTS Route</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The route by which a teacher obtains Qualified Teacher Status (e.g. the Graduate Teacher programme).
<b>Type and Format</b>	See <a href="#">QTS Route</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	n/a
<b>Collection Notes</b>	Note that values of QTS Route apply to someone who is on a scheme to obtain QTS, and not only to those that have already obtained it. Business rules within collections must make clear whether such persons are in or out of scope.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	Most teachers will only have one route to QTS. Systems that manage individuals' qualification history may need to account for persons who make several attempts to obtain it.
<b>Source(s)</b>	Defined in the CBDS 400049
<a href="#">To the Index</a>	

<b>Ref Number</b>	S145	<b>Data Item Name</b>	<b>Early Years Professional Status</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	Indicates whether a person has achieved Early Years Professional Status.
<b>Type and Format</b>	See <a href="#">Standard Yes/No Type</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	If True, then <a href="#">Date Awarded Early Years Professional Status</a> should also be available.
<b>Collection Notes</b>	None
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Can only record current status. See <a href="#">Date Awarded Early Years Professional Status</a> .
<b>Multiplicity Notes</b>	Can only occur once per person.
<b>Source(s)</b>	Details on the EYPS can be found on the CWDC's web site at <a href="http://www.cwdcouncil.org.uk/eyps">http://www.cwdcouncil.org.uk/eyps</a> .
<a href="#">To the Index</a>	

<b>Ref Number</b>	S150	<b>Data Item Name</b>	<b>Date Awarded Early Years Professional Status</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The date on which a person is awarded Early Years Professional Status.
<b>Type and Format</b>	See <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	Early Years Professional Status was introduced in 2006 and the first cohort was awarded in 2007. Any valid date from this point onwards is permitted.
<b>Item Level Validation</b>	Dates prior to 2007-01-01 should not be permitted.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	Can occur once per person.
<b>Source(s)</b>	n/a
<a href="#">To the Index</a>	

<b>Ref Number</b>	S155	<b>Data Item Name</b>	<b>GSCC Register Number</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>A unique, 7-digit number assigned to registrants of the General Social Care Council.</p> <p>The GSCC register consists of two parts, one for qualified social workers and one for student social workers. A number allocated to a student social worker remains with them when they qualify and are registered on the qualified social worker part of the register. Note that for both qualified and student social workers the format is the same, and the number comes from one range regardless of which part of the register they are on.</p>
<b>Type and Format</b>	9(7), but leading zeros are not required.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	The number must be unique. Applications should check for duplicate numbers and resolve any anomalies with the GSCC.
<b>Collection Notes</b>	<p>See <a href="#">General Notes</a> 1. Data Protection.</p> <p>Operational and data collection systems should choose whether to hold Register Numbers for students, qualified social workers or both. If this data is held for qualified social workers only, clear guidance must be issued to avoid numbers for students being entered on the system.</p> <p>Employers should check as part of their verification processes for all relevant roles that a social worker has a current GSCC registration.</p>
<b>Output/Presentation Notes</b>	The Register Number is sometimes manually prefixed with "E/" on documentation. This is not required on any electronic implementation.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	The GSCC. Contact details from <a href="http://www.gsc.org.uk/">http://www.gsc.org.uk/</a> .
<a href="#">To the Index</a>	

<b>Ref Number</b>	S160	<b>Data Item Name</b>	<b>Date of First Qualified GSCC Registration</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>The date on which a person is first registered with the General Social Care Council as a qualified social worker.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>- this will only indicate a person's longevity as a qualified social worker if they qualified since 1 April 2003. Prior to this, the date of award of the qualifying qualification should be used if a measure of length of time qualified is required;</li> <li>- this may not be the same as the registration date known to the GSCC, which will only apply to the person's current registration since social workers are required to renew their registration every three years. Employers should check social workers' current registrations as appropriate (see data items for Verifications checks, S590 and related).</li> </ul>
<b>Type and Format</b>	See <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	Only available after 1 April 2003.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	This date should be retained on employers' systems while this person is in their employ.
<b>Multiplicity Notes</b>	One value only per person.
<b>Source(s)</b>	The GSCC.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S165	<b>Data Item Name</b>	<b>HLTA Status</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	Indicates whether a person has achieved Higher Level Teaching Assistant status.
<b>Type and Format</b>	See <a href="#">Standard Yes/No Type</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	If True, then <a href="#">Date Awarded HLTA Status</a> should also be available.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Can only record current status. See also <a href="#">Date Awarded HLTA Status</a> .
<b>Multiplicity Notes</b>	Can apply only once per person.
<b>Source(s)</b>	Definition taken from SWF Census (CBDS, 400051).
<a href="#">To the Index</a>	

<b>Ref Number</b>	S170	<b>Data Item Name</b>	<b>Date Awarded HLTA Status</b>
<b>Class</b>	Sector	<b>Status</b>	Under CSWSG Review

<b>Data Item Definition</b>	
<b>Description</b>	The date on which a person is awarded HLTA Status.
<b>Type and Format</b>	See the <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	For proxy dates, see domain level validation rules.
<b>Collection Notes</b>	Collections should be designed so that where a proxy date is provided, it is flagged as such. Such usage should be made clear in collection specification and guidance notes.
<b>Output/Presentation Notes</b>	Where a proxy date has been provided, it must be marked as such in any output.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	No previous definitions.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S175	<b>Data Item Name</b>	<b>Date of First Role as HLTA</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The date on which a person undertakes their first role as a Higher Level Teaching Assistant.
<b>Type and Format</b>	See the <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	For proxy dates, see domain level validation rules.
<b>Collection Notes</b>	Collections should be designed so that where a proxy date is provided, it is flagged as such. Such usage should be made clear in collection specification and guidance notes.
<b>Output/Presentation Notes</b>	Where a proxy date has been provided, it must be marked as such in any output.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	No previous definitions.
<a href="#">To the Index</a>	



<b>Ref Number</b>	S180	<b>Data Item Name</b>	<b>CWDC Induction</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	Indicates whether a person has completed the induction prescribed by the CWDC (or Topps England or Skills for Care). See also <a href="#">Date Completed CWDC Induction</a> .
<b>Type and Format</b>	Text, A(1).
<b>Code Set/ Valid Values</b>	The following values are specified: Y = Yes P = In Progress N = Not applicable
<b>Item Level Validation</b>	If value = Y, then <a href="#">Date completed CWDC Induction</a> should also be available.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Can only record current state, i.e. whether the induction has been completed at some point in the past.
<b>Multiplicity Notes</b>	Only one value per person.
<b>Source(s)</b>	Definition taken from the NMDS-SC, question 22.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S185	<b>Data Item Name</b>	<b>Date Completed CWDC Induction</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The date on which the person completes their CWDC induction.
<b>Type and Format</b>	For dates since 1 January 2000 the <a href="#">Standard Date</a> domain must apply. For older dates the <a href="#">Proxy Date</a> domain can be used.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	For proxy dates, see domain level validation rules.
<b>Collection Notes</b>	Collections should be designed so that where a proxy date is provided, it is flagged as such. Such usage should be made clear in collection specification and guidance notes.
<b>Output/Presentation Notes</b>	Where a proxy date has been provided, it must be marked as such in any output.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	From NMDS-SC, question 22.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S190	<b>Data Item Name</b>	<b>Chartered London Teacher Status</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	Indicates that a teacher has obtained Chartered London Teacher Status.
<b>Type and Format</b>	See <a href="#">Standard Yes/No Type</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	If True, then <a href="#">Date Awarded Chartered London Teacher Status</a> should also be available.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	A person is only awarded CLT Status once.
<b>Source(s)</b>	No previous definition of this item.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S195	<b>Data Item Name</b>	<b>Date Obtained Chartered London Teacher Status</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The date on which CLT Status is awarded.
<b>Type and Format</b>	See <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	This item could be validated against other personal characteristics. For example the date should be later than <a href="#">Date of Award of QTS</a> .
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	No previous definition of this item.
<a href="#">To the Index</a>	

## ORGANISATION SECTION

Only a small number of the attributes of an organisation are defined here. The purpose of those items that are included is continuity with the existing data collections.

<b>Ref Number</b>	S200	<b>Data Item Name</b>	<b>Organisation Identifier</b>
<b>Class</b>	Universal	<b>Status</b>	Placeholder

Data Item Definition	
<b>Description</b>	Placeholder for one or more organisation identifiers that may be allocated to organisations providing services to children and young people, or that provide training to the children and young people's workforce.
<b>Type and Format</b>	<p><i>Local Authority Numbers:</i> The format of these numbers is 3 digits, 999. A list of LA numbers is available from the CBDS pages on the 'teachernet' web site, see: <a href="http://www.teachernet.gov.uk/management/ims/datamanagement/cbds/CBDSspecs/">http://www.teachernet.gov.uk/management/ims/datamanagement/cbds/CBDSspecs/</a> (It's important to note that the LA number is sometimes used as a geographic variable. This is a legitimate use since an English Local Authority has jurisdiction over a specific area. The present definition, however, refers to the LA as an organisation only). Other local authority numbering schemes can be found on the ONS web site, at <a href="http://www.statistics.gov.uk/geography/snac.asp">www.statistics.gov.uk/geography/snac.asp</a></p> <p><i>Education Establishment Numbers:</i> There are two identifiers for Educational Establishments. The first is a four digit number. It is unique only within each LA and therefore in order to provide an identifier it must be used together with the LA number, which forms a seven-digit identifier. The second identifier is a six-digit Unique Reference Number (URN). Data on Education Establishments can be obtained from the EduBase service, at: <a href="http://edubase.gov.uk/home.xhtml">http://edubase.gov.uk/home.xhtml</a></p> <p><i>Register of UK Learning Providers:</i> A Unique identifier titled United Kingdom Provider Registration Number (UKPRN) allocated by the MIAP United Kingdom Register of Learning Providers (UKRLP) service. The format of this number is 8 digits starting at 10000000. The identifier is a data item in the MIAP CDD.</p> <p><i>Social Care:</i> OFSTED is responsible for the inspection and regulation of organisations providing the following children's social care services:</p>

	<p>Private, Voluntary or Independent Early Years Settings  Local Authority adoption services  Local Authority fostering services  Local Authority private fostering arrangements  Children's homes  Residential family centres  Independent fostering agencies  Voluntary adoption agencies  Adoption support agencies.</p> <p>The OFSTED Unique Reference Number is either:  a) an 8 character item, formatted AA999999; or  b) a six character numeric, formatted 999999.</p>
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	n/a
<b>Collection Notes</b>	Data Collections will need to define carefully the full set of organisation identifiers that are to be used. Factors to take into account include whether the collection is about a closed community, e.g. all maintained schools in England, or an open community whose extent is undefined.
<b>Output/Presentation Notes</b>	None specified.
<b>History Notes</b>	Application specific. Central systems will certainly need to maintain a record of historic changes to all of the above types of organisation.
<b>Multiplicity Notes</b>	At any point in time, the above identifiers are designed to uniquely identify a single organisation.
<b>Source(s)</b>	Listed above.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S210	<b>Data Item Name</b>	<b>Service Area</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	A high-level description of a service provided by either a department, organisation or private provider. See also <a href="#">Service Type</a> , which defines a more detailed categorisation of services offered.
<b>Type and Format</b>	See <a href="#">Service Area</a> domain
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	n/a
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	Source: NMDS-SC, Organisation Q.13/14. The categories are based on the high-level Best Value Accounting Code of Practice (BVACOP) service area expenditure breakdown of local authority services used by the Chartered Institute of Public Finance Accounting (CIPFA).
<a href="#">To the Index</a>	

<b>Ref Number</b>	S215	<b>Data Item Name</b>	<b>Service Type</b>
<b>Class</b>	Common	<b>Status</b>	Placeholder

Data Item Definition	
<b>Description</b>	Placeholder for a detailed categorisation of the service(s) provided by an organisation or team/unit within an organisation. Under development. Please contact any of the organisations in <a href="#">Annex E</a> for more information.
<b>Type and Format</b>	See <a href="#">Service Type</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	n/a
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	
<a href="#">To the Index</a>	



<b>Ref Number</b>	S220	<b>Data Item Name</b>	<b>Service Provision Unit Type</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	A standard set of units that describe a count of service capacity or service take-up, for example number of beds provided; number of meals served; number of places available.
<b>Type and Format</b>	See <a href="#">Service Provision Unit</a> domain.
<b>Code Set/ Valid Values</b>	Specific business rules for each collection indicate which units are applicable to which types of Service Provision. See for example the NMDS-SC Organisation Questionnaire, and associated guidance.
<b>Item Level Validation</b>	None.
<b>Collection Notes</b>	See Code Set/Valid Values, above.
<b>Output/Presentation Notes</b>	The Service Provision Unit Type units will typically form part of a presentation that combines Service Type, an aggregate and the Unit Type, such as: Children's Domiciliary Care Service: Total provision capacity xxx hours.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	NMDS-SC, Organisation Q.16/17.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S225	<b>Data Item Name</b>	<b>CQC Registration ID</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The registration number allocated by the Care Quality Commission (or previously the Commission for Social Care Inspection).
<b>Type and Format</b>	9(10)
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	n/a
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	n/a
<b>Multiplicity Notes</b>	One number per establishment.
<b>Source(s)</b>	NMDS-SC, Organisation Q.6
<a href="#">To the Index</a>	

<b>Ref Number</b>	S230	<b>Data Item Name</b>	<b>Date of CQC Registration</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

Data Item Definition	
<b>Description</b>	Date on which registration with the Care Quality Commission is approved.
<b>Type and Format</b>	See <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	None.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	To local standards.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	From NMDS-SC, Organisation Q.6.
<a href="#">To the Index</a>	

## LOCATION SECTION

The location entity contains placeholders for a location's address and postcode.

<b>Ref Number</b>	S300	<b>Data Item Name</b>	<b>Location Address</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

Data Item Definition	
<b>Description</b>	A placeholder for the full address of an organisation.
<b>Type and Format</b>	Two formats are available: a) formats based on the BS7666 standard; and b) the line address format. These are defined elsewhere (see below).
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	n/a
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	There may be application specific requirements covering historical addresses, but they are unlikely to be required in data collections.
<b>Multiplicity Notes</b>	An organisation may have more than one address; however there should be only one registered office.
<b>Source(s)</b>	The GDSC, and Aligned Data Definitions and CBDS all have defined standards based on both BS7666 and Line Address. Note that some work has been commissioned during 2009 to consider how these standards should be implemented across the public sector. Users of this document should investigate the current position before any design work takes place.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S310	<b>Data Item Name</b>	<b>Location Postcode</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The code allocated by the Post Office to identify a group of postal delivery points.
<b>Type and Format</b>	Text, maximum 8 characters. Permissible formats: A9 9AA A99 9AA AA9 9AA AA99 9AA A9A 9AA AA9A 9AA
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	As per the pattern above.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	The above definition taken from GDSC and the ADD. See also <a href="#">Location BFPO number</a> (S320).
<a href="#">To the Index</a>	

<b>Ref Number</b>	S320	<b>Data Item Name</b>	<b>Location BFPO Number</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	A British Forces Post Office Number.
<b>Type and Format</b>	BFPO 9(4).
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	None.
<b>Collection Notes</b>	A BFPO address consists of up to two address lines plus the BFPO number.
<b>Output/Presentation Notes</b>	n/a
<b>History Notes</b>	n/a
<b>Multiplicity Notes</b>	n/a
<b>Source(s)</b>	The Aligned Data Definitions.
<a href="#">To the Index</a>	

## PERSON-ORGANISATION RELATIONSHIP SECTION

<b>Ref Number</b>	S400	<b>Data Item Name</b>	<b>Job Role</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

Data Item Definition	
<b>Description</b>	A standard description for a role, sometimes one of several, that a person fulfils in their job, for example Social Worker, Classroom Teacher, Middle Manager. This role should be descriptive of what the person does, rather than simply reflect the job title.
<b>Type and Format</b>	See <a href="#">Job Role</a> domain.
<b>Code Set/ Valid Values</b>	See <a href="#">Job Role</a> domain.
<b>Other Sectors</b>	This item is, as far as possible, universally defined. Roles not covered by the scope of these standards should be defined via the recognised occupational standard for that sector (with the default position being SOC 2000 or its derivatives where there is no other system in place).
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	Yes, simultaneous multiple Roles must be supported in systems.
<b>Source(s)</b>	Derivation: SOC 2000. LGSOC. NMDS-SC Individual Q.9. SWF: CBDS Role Identifier (400098).
<a href="#">To the Index</a>	

<b>Ref Number</b>	S405	<b>Data Item Name</b>	<b>Post</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	Within education, indicates the type of post of the person within the school or LA, e.g. Teacher, Head teacher, Support staff. See also <a href="#">Job Role</a> (S400) and <a href="#">Job Title</a> (S410).
<b>Type and Format</b>	See <a href="#">Post</a> Domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	Within the SWF context, if Post is provided the Job Role (S400) should also be provided.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	A person may have more than one Post simultaneously.
<b>Source(s)</b>	From the SWF Census (CBDS Ref: 400093).
<a href="#">To the Index</a>	



<b>Ref Number</b>	S410	<b>Data Item Name</b>	<b>Job Title</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The job title of a post. This is distinct from the Role(s) which come from a defined category list. The Job Title is chosen by the employer to describe the job in a way that most closely its main purpose and context.
<b>Type and Format</b>	A(100), free text.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	None, the item is free text.
<b>Collection Notes</b>	For many purposes, collecting the Job Role will be adequate for analysis requirements.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	A person may have several part-time jobs at once.
<b>Source(s)</b>	n/a
<a href="#">To the Index</a>	

<b>Ref Number</b>	S415	<b>Data Item Name</b>	<b>Nature of Relationship</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

Data Item Definition	
<b>Description</b>	How a worker is related to the organisation where he/she works, whether via a contract, from an agency, from a service provider or pool, or some other arrangement. Together with <a href="#">Type of Contract</a> this item explains the contractual relationship.
<b>Type and Format</b>	See <a href="#">Nature of Relationship</a> domain.
<b>Code Set/ Valid Values</b>	See <a href="#">Nature of Relationship</a> domain. See also the Type of Relationship item for valid combinations of these two items.
<b>Other Sectors</b>	This item should be universally defined.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	A person is able to have several contractual relationships with different organisations, or with the same organisation, concurrently. This should be allowed for in the design both for system and, if relevant, of data collection exercises.
<b>Source(s)</b>	Derived from analysis of known scenarios, not directly used in any existing data collection.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S420	<b>Data Item Name</b>	<b>Type of Contract</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	Indicates the type of contractual arrangement between an employer and the employee, for example Permanent, Temporary. Must be used and understood together with <a href="#">Nature of Relationship</a> .
<b>Type and Format</b>	See <a href="#">Type of Contract</a> domain.
<b>Code Set/ Valid Values</b>	A Type of Contract is expected where the Nature of Relationship is one of: <ul style="list-style-type: none"> <li>- Employed directly;</li> <li>- Self-employed; or</li> <li>- Student on placement/work experience.</li> </ul> In all other cases a value is not applicable.
<b>Other Sectors</b>	This item should be Universally defined.
<b>Collection Notes</b>	Data collections must be specified in such a way as to avoid double counting, where both the 'contracting' and the 'employing' organisation participate, since both organisations may provide a record for the same individual.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	A person is able to have several contractual relationships with different organisations concurrently. This should be allowed for in the design both for system and, if relevant, of data collection exercises.
<b>Source(s)</b>	Based on: SWF, CBDS Contract/Agreement Type (400090); NMDS-SC, Individual Q.13.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S425	<b>Data Item Name</b>	<b>Start Date of Contract/Service</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The date on which a contract of employment comes into force, or the start date of a service agreement.
<b>Type and Format</b>	See the <a href="#">Standard Date</a> domain. For some applications, the <a href="#">Proxy Date</a> domain could be used.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item should be Universally defined.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	Use context-specific presentation standards for dates, but see notes in the Standard Date domain.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	Systems must allow for multiple contracts or service for the same person simultaneously.
<b>Source(s)</b>	From SWF census, CBDS Start Date (400091).
<a href="#">To the Index</a>	

<b>Ref Number</b>	S430	<b>Data Item Name</b>	<b>End Date of Contract/Service</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The date on which a contract is/is to be terminated.
<b>Type and Format</b>	See the <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	Should not be prior to the Start Date of Contract.
<b>Other Sectors</b>	This item should be Universally defined.
<b>Collection Notes</b>	Data collection designers need to consider whether it is a sensible requirement to collect end dates with values in the future. Even if a contract is fixed term and has an end date in the future, it may be subject to change, e.g. due to illness. Best practice generally to collect dates once they are in the past.
<b>Output/Presentation Notes</b>	Use context-specific presentation standards for dates, but see notes in the Standard Date domain.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	Systems must allow for multiple contracts or service for the same person simultaneously.
<b>Source(s)</b>	From the SWF census, CBDS End Date (400092).
<a href="#">To the Index</a>	

<b>Ref Number</b>	S435	<b>Data Item Name</b>	<b>Start Date of Role</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The start date of a particular job or role, as distinct from the start of someone's contract.
<b>Type and Format</b>	See the <a href="#">Standard Date</a> domain. For some applications, the <a href="#">Proxy Date</a> domain could be used.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item should be Universally defined.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	Use context-specific presentation standards for dates, but see notes in the Standard Date domain.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	Systems must allow for multiple Roles for the same person simultaneously.
<b>Source(s)</b>	NMDS-SC: Individual Q.11.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S440	<b>Data Item Name</b>	<b>End Date of Role</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The end date of a particular job or role, as distinct from the end of someone's contract.
<b>Type and Format</b>	See the <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	Should not be prior to the Start Date of Role.
<b>Other Sectors</b>	This item should be Universally defined.
<b>Collection Notes</b>	Data collection designers need to consider whether it is a sensible requirement to collect end dates with values in the future. Even if a contract is fixed term and has an end date in the future, it may be subject to change, e.g. due to illness. Best practice generally to collect dates once they are in the past.
<b>Output/Presentation Notes</b>	Use context-specific presentation standards for dates, but see notes in the Standard Date domain.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	Systems must allow for multiple Roles for the same person simultaneously.
<b>Source(s)</b>	Not used in any known data collection.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S445	<b>Data Item Name</b>	<b>Student/Trainee</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>Indicates that the person is undergoing some related training, whether formal or informal, that seeks to bring them to the normally accepted entry level for this Job Role.</p> <p>By implication, the job holder is only partially fulfilling the role's normally expected tasks, and may need to operate under supervision or with restricted objectives or responsibilities.</p> <p>Please note that this standard will not apply to all Roles, some of which will have specific business rules covering what is appropriate. For example, a student social worker cannot have the role Social Worker, which is a protected title. However a student teacher may have the role Classroom Teacher if he/she is on a registered scheme leading to qualified teacher status.</p>
<b>Type and Format</b>	See <a href="#">Standard Yes/No Type</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	Requirements unknown, however it is likely that there the requirement exists in other sectors.
<b>Collection Notes</b>	In most applications, systems and data collections could specify No as the default value.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	This must apply to the current position in the current Job Role only.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	<p>This is a new item.</p> <p>There may also be a future requirement to capture information on employees who are taking part in an apprenticeship. This is still being discussed.</p>
<a href="#">To the Index</a>	



<b>Ref Number</b>	S450	<b>Data Item Name</b>	<b>Start Date for Continuous Service</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The start date of a period of a person's continuous employment with an organisation. This may be as a contracted employee, or as a member of staff hired from an agency. This is equivalent to the start of the qualifying period for statutory rights under UK employment law.
<b>Type and Format</b>	See the <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other sectors</b>	This item has universally applicability.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	Use context-specific presentation standards for dates, but see notes in the Standard Date domain.
<b>History Notes</b>	Employers will need to retain this date while they have any relationship with the employee.
<b>Multiplicity Notes</b>	One per period of continuous service.
<b>Source(s)</b>	No known usage in existing data collections. Note that statutory rights includes the provisions under the EU Temporary and Agency Workers directive (2008/104/EC).
<a href="#">To the Index</a>	

<b>Ref Number</b>	S455	<b>Data Item Name</b>	<b>Date of Arrival in Establishment</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The start date of the first Contract or Service Agreement with the establishment (school, social care centre, etc.).
<b>Type and Format</b>	See the <a href="#">Standard Date</a> domain. For historic purposes it may be permissible to record a <a href="#">Proxy Date</a> .
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	For permissible values prior to 1 January 2000, see the rules in the Proxy Date domain.
<b>Collection Notes</b>	For school-based posts, long term absences, whether for sickness, maternity or paternity, should not cause this date to change, neither should factors such as spine point progression or passing the Threshold. However permanent employment elsewhere or a career break, which might be an extension of maternity leave, would be followed by a new date.
<b>Output/Presentation Notes</b>	Use context-specific presentation standards for dates, but see notes in the Standard Date domain.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	Used in the SWF census, CBDS ref 400094.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S460	<b>Data Item Name</b>	<b>Last Occupation or Employment Status</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	A person's occupation or activity prior to working within the Children and Young People's workforce.
<b>Type and Format</b>	See <a href="#">Origin or Previous Employment</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	Definition not portable. There is a common outline requirement but categorisation is likely to be Sector specific.
<b>Collection Notes</b>	Data collection projects will need to give guidance to employers about the requirements for members of staff who have been with the organisation for a number of years. To capture and populate this information retrospectively could be burdensome. However, it could be built into joining procedures for the present and the future.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History. Many systems will not hold historic information about a member of staff who has worked at the organisation for a number of years, see Collection Notes above.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	From the SWF census, CBDS Origin (400095). From NMDS-SC, Individual Q.12.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S465	<b>Data Item Name</b>	<b>Destination on Leaving</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The immediate destination of a person when they leave a school-based post or their contract expires.
<b>Type and Format</b>	See <a href="#">Destination on Leaving</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	Only by consultation.
<b>Collection Notes</b>	Data collection designers should investigate the likely accuracy of this data. Operationally, this information is most likely to be collected at an exit interview or similar, and in some cases respondents may provide answers that are provisional. A high proportion of Not Known answers may accurately reflect individual situations, and guidance should encourage providers that this answer is preferable to guess-work.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History. The requirement to retain this data will depend on each organisation's obligations under statutory returns.
<b>Multiplicity Notes</b>	One per contract.
<b>Source(s)</b>	From the SWF census, CBDS Destination (400097).
<a href="#">To the Index</a>	

<b>Ref Number</b>	S470	<b>Data Item Name</b>	<b>Reason for Leaving</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The reason given for why someone leaves an employed post.
<b>Type and Format</b>	See <a href="#">Reason for Leaving</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	Only by consultation.
<b>Collection Notes</b>	Data collection designers should investigate the likely accuracy of this data. Operationally, this information is most likely to be collected at an exit interview or similar, and in some cases respondents may feel unable to give accurate answers. A high proportion of Other / Undisclosed / Not Known answers may accurately reflect individual situations, and guidance should encourage providers that this answer is preferable to guess-work.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History. The requirement to retain this data will depend on each organisation's obligations under statutory returns.
<b>Multiplicity Notes</b>	One per contract.
<b>Source(s)</b>	NMDS-SC, Organisation Q.25. Not used in SWF.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S475	<b>Data Item Name</b>	<b>Payroll Number, LA or other</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	An employee's ID or Reference Number within the payroll system used by their employer.
<b>Type and Format</b>	Free text, since different systems will format this item in different ways.
<b>Code Set/ Valid Values</b>	No restrictions.
<b>Other Sectors</b>	Likely to be Universal, but may be no urgent requirement in other sectors.
<b>Collection Notes</b>	The Payroll number could be a useful identifier in local situations, e.g. data transfers between a school and its LA.
<b>Output/Presentation Notes</b>	n/a
<b>History Notes</b>	Payroll systems will have legal obligations to retain records for purposes such as National Insurance and tax. See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	Can be more than one for the same individual on the same payroll system.
<b>Source(s)</b>	Not collected in SWF census, defined as CBDS Ref 400044.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S480	<b>Data Item Name</b>	<b>Base Interval</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The base unit for a set of contract hours, both contracted hours and full-time equivalent hours, so that these can be recorded as weekly, monthly, annually, or by some other interval.
<b>Type and Format</b>	See <a href="#">Base Interval</a> domain.
<b>Code Set/ Valid Values</b>	In most applications, the default value is Weekly.
<b>Other Sectors</b>	Should be Universally defined.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	None.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	No existing data collections use this definition. HR-XML has a similar mechanism.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S485	<b>Data Item Name</b>	<b>Contracted Working Hours</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>The base number of hours in an individual contract of employment.</p> <p>This will normally be stated as hours per week, however:</p> <p>a) provision exists for other base units, e.g. per month, see data item <a href="#">Base Interval</a>;</p> <p>b) some contracts are set up on a call-off basis, i.e. there is no concept of a particular number of hours. In this case an entry of zero is appropriate;</p> <p>c) other contracts may specify a range, e.g. between 10 and 20 hours per week. In this case an entry of zero should be used.</p> <p>For both b) and c) item <a href="#">Additional Hours Worked</a> will record the actual value.</p>
<b>Type and Format</b>	<p>See <a href="#">Standard Hours &amp; Minutes</a> domain.</p> <p>(It is most accurate to record this as hours and minutes; however some systems may use decimals, e.g. 37.5 hours per week.)</p>
<b>Code Set/ Valid Values</b>	<p>Operational HR systems should validate to a reasonable upper limit. If applicable a system should query a figure above 48.00 hours, assuming the Base Interval is weekly. However be aware that in some social care arrangements a higher figure will be valid, e.g. to allow for live in care provided by the same person (on, say, a 2 week on, 2 week off basis or similar shift pattern).</p>
<b>Other Sectors</b>	<p>This item should have a Universal definition.</p>
<b>Collection Notes</b>	<p>Systems and collections must clearly specify whether the hours recorded are hours per week/annual hours/hours worked per pay period – as this will affect pay calculations.</p>
<b>Output/Presentation Notes</b>	<p>None.</p>
<b>History Notes</b>	<p>See <a href="#">General Notes</a>, 3. Contract and Pay History.</p>
<b>Multiplicity Notes</b>	<p>Systems must allow for multiple contracts or service for the same person simultaneously.</p>
<b>Source(s)</b>	<p>SWF census, CBDS Hours Worked per Week (400099) NMDS-SC, Individual Q.14</p>
<p><a href="#">To the Index</a></p>	



<b>Ref Number</b>	S490	<b>Data Item Name</b>	<b>Equivalent Full-Time hours</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>The number of hours that is regarded as the equivalent to a full-time post for this Job Role in the organisation, either by the individual employer or within the salary scheme.</p> <p>This will normally be stated as hours per week, however:</p> <p>a) provision exists for other base units, e.g. per month, see data item <a href="#">Base Interval</a>;</p> <p>b) for some contract types the notion of full-time equivalence is not appropriate and may be omitted.</p>
<b>Type and Format</b>	<p>See <a href="#">Standard Hours &amp; Minutes</a> domain.</p> <p>(It is most accurate to record this as hours and minutes; however some systems may use decimals, e.g. 37.5 hours per week.)</p>
<b>Code Set/ Valid Values</b>	Operational HR systems should validate to a reasonable upper limit, and definitely query a figure above 48.00 per week.
<b>Other Sectors</b>	This item should have a Universal definition.
<b>Collection Notes</b>	<p>Collection specifications will need to take account of the following factors:</p> <p>a) in some circumstances, and for some types of role, there may be no concept of a full-time number of hours;</p> <p>b) if the collection requirements are too proscriptive, collection of notional values may result, reducing the value of the data;</p> <p>c) it may not always be appropriate for this data to be mandatory.</p>
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	Systems must allow for multiple contracts or service for the same person simultaneously.
<b>Source(s)</b>	SWF Census, CBDS FTE Hours per week (400100).
<a href="#">To the Index</a>	

<b>Ref Number</b>	S495	<b>Data Item Name</b>	<b>Weeks per Year</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The number of weeks per year specified in the contract of employment.
<b>Type and Format</b>	A decimal number. Can be up to three decimal places, depending on the requirements of system.
<b>Code Set/ Valid Values</b>	Should be a number between 0 and 53
<b>Other Sectors</b>	This item should have a Universal definition.
<b>Collection Notes</b>	Definition issues arise where a person is employed for a number of weeks, but the pay is smoothed throughout the year. The value can be assumed to be 52.14 for contracts where no value is provided.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	Systems must allow for multiple contracts or service for the same person simultaneously.
<b>Source(s)</b>	Based on SWF census, CBDS Weeks per Year (400101), although SWF specifies whole integers.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S500	<b>Data Item Name</b>	<b>Considered Full- or Part-Time</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	An indicator of whether the contracted or agreed hours are considered to be full- or part-time. Some roles do not require an employee to work the hours that would be regarded as full-time in a standard office environment, i.e. 35 to 37 hours per week. For such roles, the number of hours to discharge the duties on a full-time basis may be significantly different. This item assists planning agencies to determine whether roles are adequately resourced or shortages exist.
<b>Type and Format</b>	Coded Text item.
<b>Code Set/ Valid Values</b>	Coded as: F=Full-time; P=Part-time; N=Considered neither full-time or part-time.
<b>Other Sectors</b>	This item should be Universally defined
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	Systems must allow for multiple contracts or service for the same person simultaneously.
<b>Source(s)</b>	From the NMDS-SC, Individual Q.15. Also defined in the ONS Labour Force Survey.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S505	<b>Data Item Name</b>	<b>Additional Hours Worked</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	A record of hours worked over and above contracted hours. This may record overtime, but note that for call-off or zero hour contracts this may amount to the entirety of the hours worked. This will normally be stated as hours per week, however provision exists for other base units, e.g. per month, see data item <a href="#">Base Interval</a> .
<b>Type and Format</b>	See <a href="#">Standard Hours &amp; Minutes</a> domain. (It is most accurate to record this as hours and minutes; however some systems may use decimals, e.g. 37.5 hours per week.)
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	Yes.
<b>Collection Notes</b>	Collection requirements should make clear how the unit by which the data may be stored (i.e. per month, per week) should be converted.
<b>Output/Presentation Notes</b>	See issues below.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	A person may have several working or contractual arrangements simultaneously. Systems and collections should support this.
<b>Source(s)</b>	Source: From the NMDS-SC, Individual Q.16.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S510	<b>Data Item Name</b>	<b>Salary Scheme</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>Which national scheme, if any, a person's pay is determined or allocated under.</p> <p>A national salary scheme applies when a person's pay rate is wholly determined by national negotiations or arrangements. Where pay is determined locally, regionally or within an organisation, it should not be recorded as part of a national scheme, even if components of the scheme have been used as a basis.</p>
<b>Type and Format</b>	Coded item.
<b>Code Set/ Valid Values</b>	See <a href="#">Salary Scheme</a> domain.
<b>Other Sectors</b>	This item could be Universal after definition by other sectors. There is some overlap between ESCS and other local government employees paid under Soulbury and various National Joint Council agreements.
<b>Collection Notes</b>	See <a href="#">General Notes</a> , 4. Values not known.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	A person may have more than one employment concurrently.
<b>Source(s)</b>	<p>Sources:</p> <p>SWF uses a sub set of the defined values, Pay Scale (CBDS 400130).</p>
<a href="#">To the Index</a>	

<b>Ref Number</b>	S515	<b>Data Item Name</b>	<b>Annual Basic Salary Rate</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>The annual rate of basic pay that a person receives for a particular post.</p> <p>Where pay is made under national agreements, the annual basic rate must relate to the person's position on a pay band or pay spine.</p> <p>Other components of basic pay such as responsibility payments, and also allowances for shift work, overtime, recruitment or retention incentives and other amounts are recorded separately as <a href="#">Additional Payments</a>. When such additions are taken into account these form the person's gross pay.</p> <p>Note that some schemes define separate spines for London areas while other schemes have a single spine or range and define London and other area allowances as types of Additional Payment. Refer to the documentation of each scheme for full details.</p> <p>The basic rate is an amount before deductions for PAYE, National Insurance, pension schemes and voluntary deductions.</p> <p>See also <a href="#">Weekly Basic Salary Rate</a>, <a href="#">Daily Basic Salary Rate</a> and <a href="#">Hourly Basic Salary Rate</a>.</p>
<b>Type and Format</b>	See <a href="#">UK Currency</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item should have a Universal definition.
<b>Collection Notes</b>	None at present.
<b>Output/Presentation Notes</b>	See ONS material for default banding in statistical presentations.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	To follow.
<b>Source(s)</b>	The SWG. ASHE definitions were consulted in the drawing up of this standard.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S520	<b>Data Item Name</b>	<b>Weekly Basic Salary Rate</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>The weekly rate of basic pay that a person receives for a particular post.</p> <p>Other components of pay, such as for shift work, are recorded separately as <a href="#">Additional Payments</a>. When such additions are taken into account these form the person's gross pay.</p> <p>The basic rate is an amount before deductions for PAYE, National Insurance, pension schemes and voluntary deductions.</p> <p>Note: In some circumstances pay is calculated by taking weekly pay over a fixed number of weeks, and then a regular monthly amount is apportioned across the whole year. An example is the prevalence of term-time only contracts for school support staff. Where this is the case the data is open to misinterpretation and the system or collection must be carefully specified.</p> <p>See also <a href="#">Annual Basic Salary Rate</a>, <a href="#">Daily Basic Salary Rate</a> and <a href="#">Hourly Basic Salary Rate</a>.</p>
<b>Type and Format</b>	See <a href="#">UK Currency</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item should have a Universal definition.
<b>Collection Notes</b>	When designing or specifying a collection, please take into account the note about term-time contacts in the Description above.
<b>Output/Presentation Notes</b>	None at present.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	To follow.
<b>Source(s)</b>	The SWG.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S525	<b>Data Item Name</b>	<b>Daily Basic Salary Rate</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>The daily rate of basic pay that a person receives for a particular post.</p> <p>Other components of pay, such as for shift work, are recorded separately as <a href="#">Additional Payments</a>. When such additions are taken into account these form the person's gross pay.</p> <p>The basic rate is an amount before deductions for PAYE, National Insurance, pension schemes and voluntary deductions.</p> <p>See also <a href="#">Annual Basic Salary Rate</a>, <a href="#">Weekly Basic Salary Rate</a> and <a href="#">Hourly Basic Salary Rate</a>.</p> <p>NB: this item should not be confused with the Daily Rate paid for agency staff or to a contractor.</p>
<b>Type and Format</b>	See <a href="#">UK Currency</a> domain
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item should have a Universal definition.
<b>Collection Notes</b>	None at present.
<b>Output/Presentation Notes</b>	None at present.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	To follow.
<b>Source(s)</b>	The SWG.
<a href="#">To the Index</a>	



<b>Ref Number</b>	S530	<b>Data Item Name</b>	<b>Hourly Basic Salary Rate</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>The hourly rate of basic pay that a person receives for a particular post.</p> <p>Other components of pay, such as for shift work, are recorded separately as <a href="#">Additional Payments</a>. When such additions are taken into account these form the person's gross pay.</p> <p>The basic rate is an amount before deductions for PAYE, National Insurance, pension schemes and voluntary deductions.</p> <p>See also <a href="#">Annual Basic Salary Rate</a>, <a href="#">Weekly Basic Salary Rate</a> and <a href="#">Daily Basic Salary Rate</a>.</p>
<b>Type and Format</b>	See <a href="#">UK Currency</a> domain.
<b>Code Set/ Valid Values</b>	Operational systems will want to build in checks against the national minimum wage (NMW). Data collection and transfer exercise should decide whether to validate against NMW, however this should not prevent the accurate collection of data.
<b>Other Sectors</b>	This item should have a Universal definition.
<b>Collection Notes</b>	See comments on NMW above.
<b>Output/Presentation Notes</b>	None at present.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	To follow.
<b>Source(s)</b>	The SWG. Comparable to NMDS-SC, Individual Q.19.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S535	<b>Data Item Name</b>	<b>Protected Salary Indicator</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>An indicator that a person's salary, or an element of the salary, is protected.</p> <p>Salary protection may take place after a change to a person's pay determination results in their job attracting lower rates of pay. This can occur following re-grading, assimilation onto revised spines, or in other circumstances. Salary schemes may allow, or employers may choose, to keep a person on their old, higher rate of pay for a period of time. This might, for example, allow the rate on the assimilated spine to 'catch-up' with the person's old pay rate.</p> <p>The Protected Salary Indicator does not show the amount of the protected element, only that it applies to the salary rate in question.</p> <p>NB: Salary protection is sometimes also referred to as safeguarding.</p>
<b>Type and Format</b>	See <a href="#">Standard Yes/No Type</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	Requirements unknown, however it is likely that there the requirement exists in other sectors.
<b>Collection Notes</b>	Depending on requirements, No could be a default value.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	
<b>Source(s)</b>	Source: SWF Census, Safeguarded Salary (CBDS ref 400138)
<a href="#">To the Index</a>	

<b>Ref Number</b>	S540	<b>Data Item Name</b>	<b>Piecework/Sessional Indicator</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	An indicator that a person's gross pay is not calculated from a Salary Rate, rather it is calculated per unit / piece or per session. The rates themselves are not defined in these standards.
<b>Type and Format</b>	See <a href="#">Standard Yes/No Type</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	Requirements unknown, however it is likely that there the requirement exists in other sectors.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	None
<b>Source(s)</b>	The SWG. No known definition in any existing data collection.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S545	<b>Data Item Name</b>	<b>Pay Year End Date</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The last day of a pay year. The most common values will be: 31 March yyyy – for the financial year 31 August yyyy – for an academic year 31 December yyyy – for a calendar year
<b>Type and Format</b>	See <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	Likely to be required as a Universal definition.
<b>Collection Notes</b>	For some collections this item will not be required. Where it is a requirement, a default value can probably be specified for most data collections; however guidance will need to alert providers to possible exceptions.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	The SWG.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S550	<b>Data Item Name</b>	<b>Annual Gross Pay</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>A person's gross annual pay.</p> <p>Includes all components, i.e. a basic salary rate plus any additional payments (see <a href="#">Additional Payment Type</a> for more details).</p> <p>Under these standards, gross pay is always retrospective data. In the public sector, the current pay year is normally the financial year. However in some cases pay may be for an academic year or a calendar year (see <a href="#">Pay Year End Date</a>).</p>
<b>Type and Format</b>	See <a href="#">UK Currency</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item should have a Universal definition.
<b>Collection Notes</b>	Collection projects should look at the relationship between Salary Rates, Additional Payments and Gross Pay when designing validation.
<b>Output/Presentation Notes</b>	Investigate default bandings, see ONS material for examples.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	To follow.
<b>Source(s)</b>	<p>Source:</p> <p>Similar to SWF Census Salary Rate (CBDS 400135)</p> <p>NMDS-SC, Individual Q.19</p>
<a href="#">To the Index</a>	

<b>Ref Number</b>	S555	<b>Data Item Name</b>	<b>Monthly Gross Pay</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>A person's gross monthly pay.</p> <p>Includes all components, i.e. a basic salary rate plus any additional payments (see <a href="#">Additional Payment Type</a> for more details).</p> <p>Under these standards, gross pay is always retrospective data.</p>
<b>Type and Format</b>	See <a href="#">UK Currency</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item should have a Universal definition.
<b>Collection Notes</b>	<p>Collection projects should look at the relationship between Salary Rates, Additional Payments and Gross Pay when designing validation.</p> <p>These standards do not include a reference month for this item. Collections where the amount does not relate to 'current month' or 'the month of the collection' will need to specify a suitable variable.</p>
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	To follow.
<b>Source(s)</b>	The SWG.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S560	<b>Data Item Name</b>	<b>Weekly Gross Pay</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	A person's gross weekly pay. Includes all components, i.e. a basic salary rate plus any additional payments (see <a href="#">Additional Payment Type</a> for more details). Under these standards, gross pay is always retrospective data.
<b>Type and Format</b>	See <a href="#">UK Currency</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item should have a Universal definition.
<b>Collection Notes</b>	These standards do not include a reference week for this item. Collections where the amount does not relate to 'current week or 'the week of the collection' will need to specify a suitable variable.
<b>Output/Presentation Notes</b>	None at present.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	To follow.
<b>Source(s)</b>	Based on NMDS-SC, Individual Q.19 (although NMDS expects this to include additional payments).
<a href="#">To the Index</a>	

<b>Ref Number</b>	S565	<b>Data Item Name</b>	<b>Spine Point</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>This item records a person's position against a national pay spine or, exceptionally, a locally defined number that relates to the national spine but which is outside its defined range.</p> <p>This item needs to be used in conjunction with a person's <a href="#">Salary Scheme</a> and their <a href="#">Regional Pay Spine</a>.</p> <p>Note that while most public sector salary schemes have defined spines, some do not. For example the Excellent Teacher scheme specifies a minimum and maximum pay range.</p>
<b>Type and Format</b>	Numeric, range 1 to 99
<b>Code Set/ Valid Values</b>	<p>The validity of a spine point number will depend on the Salary Scheme (see the <a href="#">domain</a>) and also whether the business wishes to use values outside the prescribed spinal ranges.</p> <p>For teachers paid under STRB recommendations the following spine point ranges are defined:</p> <ul style="list-style-type: none"> <li>Leadership (LD), 1 to 43</li> <li>Teachers Main (TE), 1 to 6</li> <li>Teachers Upper (TU), 1 to 3</li> <li>Advanced Skills Teachers (AS), 1 to 18</li> <li>Unqualified Teachers (UT), 1 to 6</li> </ul> <p>For other salary schemes the following ranges are defined:</p> <ul style="list-style-type: none"> <li>National Joint Council for Local Government Services (NJ), 2 to 49 in Inner London and 4 to 49 elsewhere in England and Wales</li> <li>Joint National Council for Youth and Community Workers (YC), 1 to 30</li> <li>Soulbury (SO), 1 to 49</li> </ul> <p>For teachers on the Excellent Teacher scheme (EX) and for staff paid under the National Joint Council for Chief Officers (CO) or Craftworkers (CR) schemes, there are no spine points.</p>
<b>Other Sectors</b>	This item should be Universally defined.
<b>Collection Notes</b>	A collection will need to decide at design stage whether to collect values outside the prescribed spinal ranges.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	To follow.
<b>Source(s)</b>	<p>SWF, Spine Point (CBDS 400132)</p> <p>The above definition varies from SWF, which defines a specific code set, viz. L1, L2 ... L43 for the leadership spine, M1, M2 ... M6 for the teachers' main spine, and so on.</p>
<a href="#">To the Index</a>	



<b>Ref Number</b>	S570	<b>Data Item Name</b>	<b>Regional Pay Spine</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	Where a national salary scheme has regionally differentiated spines, this item shows which region applies to a person's pay. Please note that the applicability of a regional spine may not be evident from geographic location only. For example some London Boroughs may count as Inner London in some schemes and Outer London in other schemes. Please see the documentation for each scheme for full details.
<b>Type and Format</b>	See <a href="#">Pay Spine Region</a> domain.
<b>Code Set/ Valid Values</b>	This item must be validated in conjunction with the Salary Scheme.
<b>Other Sectors</b>	This item should have a Universal definition.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	To follow.
<b>Source(s)</b>	SWF, Regional Pay Spine (CBDS 400131).
<a href="#">To the Index</a>	

<b>Ref Number</b>	S575	<b>Data Item Name</b>	<b>Category of Additional Payment</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	Identifies the type of an addition to basic pay, for example allowances, incentive or overtime payments.
<b>Type and Format</b>	<a href="#">Additional Payment Type</a> .
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item should have a Universal definition. Almost certainly needs supplementing.
<b>Collection Notes</b>	None at present.
<b>Output/Presentation Notes</b>	None at present.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	To follow.
<b>Source(s)</b>	SWF Census, Category of Additional Payment (CBDS 400143).
<a href="#">To the Index</a>	

<b>Ref Number</b>	S580	<b>Data Item Name</b>	<b>Additional Payment Amount</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The monetary amount of an additional payment. See Category of Additional Payment. Note: Some additional payments are one-off payments. Others are annual allowances that will be apportioned across twelve months for payments purposes. Systems and collections must take this into account when designing systems.
<b>Type and Format</b>	See <a href="#">UK Currency</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item should have a Universal definition.
<b>Collection Notes</b>	See the note in Description above.
<b>Output/Presentation Notes</b>	None at present.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	To follow.
<b>Source(s)</b>	SWF Census, Additional Payment Amount (CDBS 400143)
<a href="#">To the Index</a>	

<b>Ref Number</b>	S585	<b>Data Item Name</b>	<b>Taxable Benefits in Kind</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The annual value of any benefits in kind that are deemed taxable. The year reported should match the year for which <a href="#">Annual Gross Pay</a> is provided (see also <a href="#">Pay Year End Date</a> ).
<b>Type and Format</b>	See <a href="#">UK Currency</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item should have a Universal definition.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	See <a href="#">General Notes</a> , 3. Contract and Pay History.
<b>Multiplicity Notes</b>	To follow.
<b>Source(s)</b>	The SWG. Not used in any existing collection.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S590	<b>Data Item Name</b>	<b>Verification check type</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

Data Item Definition	
<b>Description</b>	An indicator of the type of check being recorded, for example an identity verification check, a medical fitness check or a CRB check. Some of the checks defined here are generally applicable to all staff. Other checks apply to specific roles.
<b>Type and Format</b>	See <a href="#">Verification Check Type</a> domain.
<b>Code Set/ Valid Values</b>	See the domain. It is recommended that systems define which types of checks are suitable for each Role. This is supported by the data model fragment shown at Annex C.
<b>Other Sectors</b>	This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required.
<b>Collection Notes</b>	None at present.
<b>Output/Presentation Notes</b>	To local standards.
<b>History Notes</b>	Application specific, in some cases there is requirement for a history of checking for audit purposes.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	The CBDS Person Verification module.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S595	<b>Data Item Name</b>	<b>Date Checking Process Initiated</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The date on which an organisation requests information from another source as part of suitability checking.
<b>Type and Format</b>	See <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	None.
<b>Other Sectors</b>	This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	To local standards.
<b>History Notes</b>	Application specific, in some cases there is requirement for a history of checking for audit purposes.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	Source: CBDS number 400026.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S600	<b>Data Item Name</b>	<b>Check Passed?</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>Indicates the outcome of a checking process, and could apply to a number of types of check (see item <a href="#">Verification Check Type</a>).</p> <p>The 'true' value indicates both that the process has been undertaken and also that the response to the checks was positive, fulfilling the preconditions for the person to have that Role.</p> <p>The 'false' value either indicates that a check has not been carried out, or that a check has not returned a positive result.</p>
<b>Type and Format</b>	See <a href="#">Standard Yes/No Type</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Application specific, in some cases there is requirement for a history of checking for audit purposes.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	Source: Equivalent to CBDS numbers 400029, 400055, 400240, 400244, 400256, 400260, 400261 and 400262.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S605	<b>Data Item Name</b>	<b>Date of Verification Check Response</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The date on which the results of a check request are received.
<b>Type and Format</b>	See <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	None.
<b>Other Sectors</b>	This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	To local standards.
<b>History Notes</b>	Application specific, in some cases there is requirement for a history of checking for audit purposes.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	Source: Equivalent to CBDS numbers 400024, 400030, 400057, 400241, 400245, 400248, 400257, 400293, 400302
<a href="#">To the Index</a>	



<b>Ref Number</b>	S610	<b>Data Item Name</b>	<b>Date Agency Confirmation Received</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The date on which paperwork or other confirmation that checks have been carried out is received from an Agency.
<b>Type and Format</b>	See <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	To local standards.
<b>History Notes</b>	Application specific, in some cases there is requirement for a history of checking for audit purposes.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	Source: Equivalent to CBDS numbers 400292, 400298, 400301, 400305, 400310, 400313, 400316, 400319
<a href="#">To the Index</a>	

<b>Ref Number</b>	S615	<b>Data Item Name</b>	<b>Expiry of Right to Work in the UK</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The expiry date of the right to work in the UK. This item could be used to plan applications for extensions, etc.
<b>Type and Format</b>	See <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	To local standards.
<b>History Notes</b>	Application specific, in some cases there is requirement for a history of checking for audit purposes.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	Source: CBDS number 400056
<a href="#">To the Index</a>	

<b>Ref Number</b>	S620	<b>Data Item Name</b>	<b>CRB/List 99 Clearance Status</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	Shows the status of the CRB or List 99 check as not yet sought awaiting the result, pass or fail.
<b>Type and Format</b>	See <a href="#">Clearance Status</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	To local standards.
<b>History Notes</b>	Employers will want to retain a history of an employee's CRB checks and the process to obtain clearance. See <a href="#">CRB Review Date</a> .
<b>Multiplicity Notes</b>	Multiple values should be kept for an employee.
<b>Source(s)</b>	Source: CBDS number 400023 and 4000029. Please note that once new ISA procedures comes into effect in July 2010, the requirements around the processing of this item may change.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S625	<b>Data Item Name</b>	<b>CRB Clearance Level</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	Whether a standard or enhanced CRB check has been requested or received.
<b>Type and Format</b>	Code: A(2) Description: A(15)
<b>Code Set/ Valid Values</b>	ST = Standard Check EN = Enhanced Check
<b>Other Sectors</b>	This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Employers will want to retain a history of an employee's CRB checks and the process to obtain clearance. See <a href="#">CRB Review Date</a> .
<b>Multiplicity Notes</b>	Multiple values should be kept for an employee.
<b>Source(s)</b>	Source: CBDS number 400025.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S630	<b>Data Item Name</b>	<b>Expiry Date for Verification Check</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The date on which the currency of a verification check expires, normally set by an organisation's policy. For example, there may be a policy that CRB checks should be renewed at regular intervals.
<b>Type and Format</b>	See <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Employers will want to retain a history of the verification checks conducted on an employee and the process to obtain clearance. See also <a href="#">Review Date for Verification Check</a> .
<b>Multiplicity Notes</b>	Multiple values should be kept for an employee.
<b>Source(s)</b>	Source: CBDS number 400027.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S635	<b>Data Item Name</b>	<b>Review Date for Verification Check</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The date on which an employee's verification status, with respect to a specific verification type, should be checked to see if it required renewal.
<b>Type and Format</b>	See <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Employers will want to retain a history of the process to obtain clearance.
<b>Multiplicity Notes</b>	Multiple values should be kept for an employee.
<b>Source(s)</b>	Source: CBDS number 400028.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S640	<b>Data Item Name</b>	<b>CRB Clearance Reference Number</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	A person's CRB Clearance Reference Number.
<b>Type and Format</b>	9(12).
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item could be common across a number of sectors, as it is a generic process. However, an extended set of verification types would be required.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Employers will want to retain a history of an employee's CRB checks and the process to obtain clearance. See <a href="#">CRB Review Date</a> .
<b>Multiplicity Notes</b>	Multiple values should be kept for an employee.
<b>Source(s)</b>	Source: CBDS number 400255.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S645	<b>Data Item Name</b>	<b>Probation in Role Completed?</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	Indicates whether the person has completed their probationary period in a specific role.
<b>Type and Format</b>	See <a href="#">Standard Yes/No Type</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	n/a
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Can refer to current status only.
<b>Multiplicity Notes</b>	Only one value per person per employment contract. However not that a person may have several employments with different organisations simultaneously.
<b>Source(s)</b>	The SWG.
<a href="#">To the Index</a>	



<b>Ref Number</b>	S650	<b>Data Item Name</b>	<b>Curriculum Subject</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The subject being taught, e.g. MAT = Mathematics.
<b>Type and Format</b>	See <a href="#">Standard NC Subject Code</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	None.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Application specific.
<b>Multiplicity Notes</b>	a) a teacher's personal timetable can contain multiple instances of the same subject for different year groups; b) within themed curriculum planning, the same lesson can cover multiple curriculum subjects.
<b>Source(s)</b>	Definition taken from the SWF Census specification, CBDS 400220.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S655	<b>Data Item Name</b>	<b>Curriculum Hours</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The number of hours per week that the person is teaching this subject. SWF standardises on a week for reporting purposes, but timetable systems work on a cycle that can be any period. A conversion algorithm to derive weekly averages is required.
<b>Type and Format</b>	See <a href="#">Standard Hours &amp; Minutes</a> domain.
<b>Code Set/ Valid Values</b>	A reasonable range of values depends on the units. For example if hours are stored / reported per week then a reasonable range of values would be between 0 and 35.
<b>Item Level Validation</b>	Applications should apply reasonable range checks.
<b>Collection Notes</b>	Where collections or transfers of curriculum information specify a standard unit (e.g. per week, per fortnight) then the collection specification should state how data providers are required to convert other units or timetable cycles into the required unit.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Records should be retained for the purposes of the School Workforce Census.
<b>Multiplicity Notes</b>	A teacher's personal timetable can contain multiple entries.
<b>Source(s)</b>	From the SWF census, CBDS ref 400221.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S660	<b>Data Item Name</b>	<b>Curriculum Teaching Level</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	An indication of the level of teaching to a class, using National Curriculum year groups. This should refer to the curriculum followed by the class and hence the values of Year Group for pupils in the class, rather than their dates of birth.
<b>Type and Format</b>	See <a href="#">Standard NC Year</a> Group domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Item Level Validation</b>	None.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Records should be retained for the purposes of the School Workforce Census.
<b>Multiplicity Notes</b>	A teacher's personal timetable can contain multiple entries.
<b>Source(s)</b>	From the SWF Census, CBDS 400222.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S665	<b>Data Item Name</b>	<b>Absence Category</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The type of absence, e.g. sickness or special leave, when a person is absent from work for any period of time. Data recorded using the code set below is assumed to: a) be in respect of any absence taken while contract is still in force, i.e. there is a contract or service agreement which has started but not ended; and b) it is within the contractual pattern of duties (i.e. for term time only contract, out of term absences do not count; for part-time workers, non-working days do not count).
<b>Type and Format</b>	See <a href="#">Absence Category</a> domain.
<b>Code Set/ Valid Values</b>	See <a href="#">Absence Category</a> domain.
<b>Other Sectors</b>	This item should be Universally defined.
<b>Collection Notes</b>	Collection specific business rules may use a sub-set of the full code set.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Systems should retain this information for the length of time required for statutory returns as well as in accordance with their personnel records retention policies.
<b>Multiplicity Notes</b>	A person should have only one category of absence between two dates.
<b>Source(s)</b>	Based on SWF census (CBDS, 400205).
<a href="#">To the Index</a>	

<b>Ref Number</b>	S670	<b>Data Item Name</b>	<b>Sickness Absence Type</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	For sickness absences, a breakdown of the kind of sickness. For example, back and neck problems, infections, etc.
<b>Type and Format</b>	See <a href="#">Sickness Absence Type</a> domain.
<b>Code Set/ Valid Values</b>	See <a href="#">Sickness Absence Type</a> domain.
<b>Other Sectors</b>	This item should be universally defined.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Systems should retain this information for the length of time required for statutory returns as well as in accordance with their personnel records retention policies.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	From the LGA annual sickness survey.
<a href="#">To the Index</a>	

<b>Ref Number</b>	S675	<b>Data Item Name</b>	<b>First Day of Absence</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The first day a person is absent from work. This should always be a working day.
<b>Type and Format</b>	See <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	Should be Universally defined.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Systems should retain this information for the length of time required for statutory returns as well as in accordance with their personnel records retention policies.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	From the SWF census (CBDS, 400200).
<a href="#">To the Index</a>	

<b>Ref Number</b>	S680	<b>Data Item Name</b>	<b>Last Day of Absence</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	The last working day of a specified period of absence.
<b>Type and Format</b>	See <a href="#">Standard Date</a> domain.
<b>Code Set/ Valid Values</b>	Cannot be earlier than First day of Absence for the same Absence period.
<b>Other Sectors</b>	Should be Universally defined.
<b>Collection Notes</b>	None.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Systems should retain this information for the length of time required for statutory returns as well as in accordance with their personnel records retention policies.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	From the SWF census (CBDS, 400203).
<a href="#">To the Index</a>	

<b>Ref Number</b>	S685	<b>Data Item Name</b>	<b>Working Days Lost</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>The amount of time within the period of the absence during which the person would normally be at work.</p> <p>This item cannot be inferred from the First and Last day of absence, since it requires knowledge of a person's working pattern and hours.</p> <p>This can either be reported as a number of days (to the nearest half day) or in hours and minutes.</p>
<b>Type and Format</b>	See <a href="#">Absence Days</a> domain.
<b>Code Set/ Valid Values</b>	See domain.
<b>Other Sectors</b>	This item should be Universally defined.
<b>Collection Notes</b>	Some collections may need this data for certain types of absence only. For example, the SWF Census only requires this information for sickness absences.
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Systems should retain this information for the length of time required for statutory returns as well as in accordance with their personnel records retention policies.
<b>Multiplicity Notes</b>	A person can only have one type of absence between a start and end date period.
<b>Source(s)</b>	Adapted from SWF Census, Working Days Lost (CBDS 400202).
<a href="#">To the Index</a>	



<b>Ref Number</b>	S690	<b>Data Item Name</b>	<b>Injury at work (RIDDOR)</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Data Item Definition</b>	
<b>Description</b>	<p>Shows that an Absence is related to a workplace accident or incident that is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).</p> <p>Incidents include physical assault, injuries from contact with or being hit by machinery or a moving object, injuries from slipping, tripping or falling, exposure to hazardous substances and injuries caused by electricity or fire. For full guidance, please see the HSE link below.</p> <p>This item complements the Sickness Absence Type categories.</p>
<b>Type and Format</b>	See <a href="#">Standard Yes/No Type</a> domain.
<b>Code Set/ Valid Values</b>	n/a
<b>Other Sectors</b>	This item should be Universally applicable.
<b>Collection Notes</b>	<p>Employers in England, Scotland and Wales have a legal duty under the RIDDOR regulations to report an incident or dangerous occurrence that leads to a death, major injury, prevents an employee doing their normal work for more than three days, or results in certain injuries to a member of the public.</p> <p>When a system or data collection uses this definition in conjunction with <a href="#">Working Days Lost</a>, note that the three day reporting threshold is equivalent to that item having a value greater than 3.0 days.</p>
<b>Output/Presentation Notes</b>	None.
<b>History Notes</b>	Systems should retain this information in accordance with their personnel records retention policies.
<b>Multiplicity Notes</b>	None.
<b>Source(s)</b>	<p>New definition, requested as part of the consultation into the draft standards, 2009.</p> <p>The Health and Safety Executive have a web site with guidance on the regulations, see <a href="http://www.hse.gov.uk/riddor/">http://www.hse.gov.uk/riddor/</a>.</p>
<a href="#">To the Index</a>	

## QUALIFICATIONS SECTION

The Standards Working Group (SWG) is not presenting finalised definitions for Qualifications data in these standards. There are two main reasons for this.

Firstly, the standards should define an appropriate level of detail, or granularity, to support common data maintenance and transfer requirements. Consultation with stakeholders across the sector left the SWG unclear as to what this level should be, particularly for category lists, such as the name of subject(s) or a qualification. Existing standard categorisations are available from HESA and MIAP (see links provided at [Annex E](#)) however some of these may be too detailed for the needs of local authorities and other employers.

The second reason is that the development of the Qualifications and Credit Framework (QCF) may provide further definitions on which standards can be based.

The SWG's view is that eventually there should be implementable standards for the following data:

**Qualification Name:** For example, NVQ Level 3, Diploma or BSc;

**Qualification Level:** The overall level of the qualification, from 1 to 9, using the National Qualifications Framework;

**Subjects:** perhaps two items, a detailed subject list supplemented by a more generalised subject-area categorisation. The latter could be used for the recording of historic data (discussed below);

**Awarding Body:** For UK awards this would provide the institution awarding the qualification. For qualifications awarded overseas, the country of the award;

**Date of Award:** The date, allowing the use of approximations for qualifications awarded some time in the past (see the [Proxy Date](#) domain).

Further information will be available from the ISB Secretariat as projects progress (see [Annex E](#) for contact information).

### 3.2 Aggregations

<b>Ref Number</b>	A100	<b>Aggregation/Item</b>	<b>Age</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

<b>Component Items</b>	<a href="#">Person Birth Date</a> (S050).																																																																																													
<b>Algorithms</b>	<p>Standard ONS categories for outputs:</p> <table> <tr><td></td><td>0-4</td><td>xxx</td></tr> <tr><td></td><td>5-15</td><td>xxx</td></tr> <tr><td>0-15</td><td></td><td>XXX</td></tr> <tr><td></td><td>16-19</td><td>xxx</td></tr> <tr><td></td><td>20-24</td><td>xxx</td></tr> <tr><td>16-24</td><td></td><td>XXX</td></tr> <tr><td><b>Age 0-24</b></td><td></td><td><b>XXXX</b></td></tr> <tr><td></td><td>25-29</td><td>xxx</td></tr> <tr><td></td><td>30-34</td><td>xxx</td></tr> <tr><td>25-34</td><td></td><td>XXX</td></tr> <tr><td></td><td>35-39</td><td>xxx</td></tr> <tr><td></td><td>40-44</td><td>xxx</td></tr> <tr><td>35-44</td><td></td><td>XXX</td></tr> <tr><td>25-44</td><td></td><td>XXXX</td></tr> <tr><td></td><td>45-49</td><td>xxx</td></tr> <tr><td></td><td>50-54</td><td>xxx</td></tr> <tr><td>45-54</td><td></td><td>XXX</td></tr> <tr><td></td><td>55-59</td><td>xxx</td></tr> <tr><td></td><td>60-64</td><td>xxx</td></tr> <tr><td>55-64</td><td></td><td>XXX</td></tr> <tr><td>45-64</td><td></td><td>XXXX</td></tr> <tr><td><b>Age 25-64</b></td><td></td><td><b>XXXX</b></td></tr> <tr><td></td><td>65-69</td><td>xxx</td></tr> <tr><td></td><td>70-74</td><td>xxx</td></tr> <tr><td><b>Age 65-74</b></td><td></td><td><b>XXXX</b></td></tr> <tr><td></td><td>75-79</td><td>xxx</td></tr> <tr><td></td><td>80-84</td><td>xxx</td></tr> <tr><td>75-84</td><td></td><td>XXX</td></tr> <tr><td>85+</td><td></td><td>XXX</td></tr> <tr><td><b>Age 75+</b></td><td></td><td><b>XXXX</b></td></tr> <tr><td><b>All Ages</b></td><td></td><td><b>XXXXX</b></td></tr> </table> <p>Age ranges: Tables on Economic Activity normally cover the population aged 16 and over (or of working age 16-59 for women, 16-64 for men); all persons under 16 years are classified as economically inactive.</p>		0-4	xxx		5-15	xxx	0-15		XXX		16-19	xxx		20-24	xxx	16-24		XXX	<b>Age 0-24</b>		<b>XXXX</b>		25-29	xxx		30-34	xxx	25-34		XXX		35-39	xxx		40-44	xxx	35-44		XXX	25-44		XXXX		45-49	xxx		50-54	xxx	45-54		XXX		55-59	xxx		60-64	xxx	55-64		XXX	45-64		XXXX	<b>Age 25-64</b>		<b>XXXX</b>		65-69	xxx		70-74	xxx	<b>Age 65-74</b>		<b>XXXX</b>		75-79	xxx		80-84	xxx	75-84		XXX	85+		XXX	<b>Age 75+</b>		<b>XXXX</b>	<b>All Ages</b>		<b>XXXXX</b>
	0-4	xxx																																																																																												
	5-15	xxx																																																																																												
0-15		XXX																																																																																												
	16-19	xxx																																																																																												
	20-24	xxx																																																																																												
16-24		XXX																																																																																												
<b>Age 0-24</b>		<b>XXXX</b>																																																																																												
	25-29	xxx																																																																																												
	30-34	xxx																																																																																												
25-34		XXX																																																																																												
	35-39	xxx																																																																																												
	40-44	xxx																																																																																												
35-44		XXX																																																																																												
25-44		XXXX																																																																																												
	45-49	xxx																																																																																												
	50-54	xxx																																																																																												
45-54		XXX																																																																																												
	55-59	xxx																																																																																												
	60-64	xxx																																																																																												
55-64		XXX																																																																																												
45-64		XXXX																																																																																												
<b>Age 25-64</b>		<b>XXXX</b>																																																																																												
	65-69	xxx																																																																																												
	70-74	xxx																																																																																												
<b>Age 65-74</b>		<b>XXXX</b>																																																																																												
	75-79	xxx																																																																																												
	80-84	xxx																																																																																												
75-84		XXX																																																																																												
85+		XXX																																																																																												
<b>Age 75+</b>		<b>XXXX</b>																																																																																												
<b>All Ages</b>		<b>XXXXX</b>																																																																																												
<b>Applicability</b>	General applicability.																																																																																													
<b>Source(s)</b>	Sources: ONS Harmonised Concepts, Economic Status, NS-SEC and Employment Related questions.																																																																																													
<a href="#">To the Index</a>																																																																																														

<b>Ref Number</b>	A200	<b>Aggregation/Item</b>	<b>Count of Vacancies</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Component Items</b>	<a href="#">Organisation Identifier</a> (S200) <a href="#">Service Type</a> (S215) <a href="#">Job Role</a> (S400) <a href="#">Considered Full- or Part-time</a> (S500)
<b>Algorithms</b>	<p>An total which is either counted by Organisation or counted by Service Type. It is provided as a snapshot, i.e. the number of vacancies on a given date. The date will be specific to each data collection.</p> <p>The Count of Vacancies should be provided by Job Role.</p> <p>Data collections should specify whether full/part time vacancies are to be counted separately.</p> <p>A Vacancy must be a post for which there is funding, i.e. a post that would be filled if a suitable candidate is identified via a recruitment process.</p>
<b>Applicability</b>	General applicability.
<b>Source(s)</b>	The SWG.
<a href="#">To the Index</a>	

<b>R7ef Number</b>	A210	<b>Aggregation/Item</b>	<b>Vacancy Rate</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Component Items</b>	<a href="#">Organisation Identifier</a> (S200) <a href="#">Service Type</a> (S215) <a href="#">Count of Vacancies</a> (A200) <a href="#">FTE Count</a> (A230)
<b>Algorithms</b>	<p>The Vacancy Rate for an Organisation, or Service Type, is the Count of Vacancies divided by the FTE Count, expressed as a percentage.</p> <p>The vacancy rate applies to a specific date. The reference date must be the same for both the count of vacancies and the FTE Count.</p> <p>As the vacancy rate will either be calculated for an Organisation or for a Service Type, the Count of Vacancies and the FTE Count used must both be on the same basis.</p>
<b>Applicability</b>	General applicability.
<b>Source(s)</b>	The SWG.
<a href="#">To the Index</a>	

<b>Ref Number</b>	A220	<b>Aggregation/Item</b>	<b>Headcount</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Component Items</b>	<p><a href="#">Organisation Identifier</a> (S200)</p> <p><a href="#">Service Type</a> (S215)</p> <p>Person Identifier (conceptual)</p> <p>Contract-Agreement ID (conceptual)</p>
<b>Algorithms</b>	<p>On a given date, an organisation's head count is the count of the number of persons who have an open contract with the organisation, counted according to the rules below:</p> <p>A) Where the nature of relationship is one of:</p> <ul style="list-style-type: none"> <li>Employed directly (1)</li> <li>Self-employed (6)</li> <li>Student on placement / work experience (7)</li> </ul> <p>then all persons with one or more contract records are included;</p> <p>B) Where the nature of relationship is one of:</p> <ul style="list-style-type: none"> <li>Employed through an agency (2)</li> <li>Employed through a service provider (3)</li> <li>Employed to another organisation as part of a partnership/shared service (4)</li> <li>Employed in a bank or pool of workers by a parent or otherwise related organisation (5)</li> </ul> <p>then all persons with one or more contract records where the Contracted Working Hours is greater than zero are included;</p> <p>C) Any contract records where the Nature of Relationship is Voluntary Worker (8) are not included.</p>
<b>Applicability</b>	General applicability.
<b>Source(s)</b>	The SWG.
<a href="#">To the Index</a>	

<b>Ref Number</b>	A230	<b>Aggregation/Item</b>	<b>FTE Count</b>
<b>Class</b>		<b>Status</b>	Approved SWG

<b>Component Items</b>	<a href="#">Organisation Identifier</a> (S200) <a href="#">Service Type</a> (S215) <a href="#">FTE per annum</a> (A310)
<b>Algorithms</b>	<p>On a given date, an organisation's FTE Count is the sum of the FTE Per Annum for each person who has an open contract with the organisation, counted according to the rules below:</p> <p>A) Where the nature of relationship is one of:</p> <ul style="list-style-type: none"> <li>Employed directly (1)</li> <li>Self-employed (6)</li> <li>Student on placement / work experience (7)</li> </ul> <p>then all contract records are included;</p> <p>B) Where the nature of relationship is one of:</p> <ul style="list-style-type: none"> <li>Employed through an agency (2)</li> <li>Employed through a service provider (3)</li> <li>Employed to another organisation as part of a partnership/shared service (4)</li> <li>Employed in a bank or pool of workers by a parent or otherwise related organisation (5)</li> </ul> <p>the all contract records where the Contracted Working Hours is greater than zero are included;</p> <p>C) Any contract records where the Nature of Relationship is Voluntary Worker (8) are not included.</p> <p>The FTE count may also be aggregated for a service type rather than for an organisation.</p>
<b>Applicability</b>	General applicability.
<b>Source(s)</b>	The SWG.
<a href="#">To the Index</a>	

<b>Ref Number</b>	A240	<b>Aggregation/Item</b>	<b>Leavers Count</b>
<b>Class</b>		<b>Status</b>	Approved SWG

<b>Component Items</b>	<p><a href="#">Organisation Identifier</a> (S200)</p> <p><a href="#">Service Type</a> (S215)</p> <p>Person Identifier (conceptual)</p> <p>Time Period (conceptual)</p> <p><a href="#">End Date of Contract/Service</a> (S430)</p>
<b>Algorithms</b>	<p>For a target time period, the Leavers Count for an Organisation or Service Type is the number of Contract / Agreements where end date of contract is within the period, unless this is immediately followed by another contract for the same person. These are counted according to the rules below:</p> <p>A) Where the nature of relationship is one of:</p> <ul style="list-style-type: none"> <li>Employed directly (1)</li> <li>Self-employed (6)</li> <li>Student on placement / work experience (7)</li> </ul> <p>then all contract records are included;</p> <p>B) Where the nature of relationship is one of:</p> <ul style="list-style-type: none"> <li>Employed through an agency (2)</li> <li>Employed through a service provider (3)</li> <li>Employed to another organisation as part of a partnership/shared service (4)</li> <li>Employed in a bank or pool of workers by a parent or otherwise related organisation (5)</li> </ul> <p>the all contract records where the Contracted Working Hours is greater than zero are included;</p> <p>C) Any contract records where the Nature of Relationship is Voluntary Worker (8) are not included.</p>
<b>Applicability</b>	General applicability.
<b>Source(s)</b>	The SWG.
<a href="#">To the Index</a>	



<b>Ref Number</b>	A250	<b>Aggregation/Item</b>	<b>Turnover Rate</b>
<b>Class</b>		<b>Status</b>	Approved SWG

<b>Component Items</b>	<a href="#">Organisation Identifier</a> (S200) <a href="#">Service Type</a> (S215) <a href="#">FTE Count</a> (A230) <a href="#">Leavers Count</a> (A240)
<b>Algorithms</b>	<p>The Turnover Rate for an Organisation, or a Service Type, is the Leaver Count divided by the FTE Count, expressed as a percentage.</p> <p>The Leaver count, which will apply to a period of time, must relate to the date of the FTE Count. Normally the FTE Count would be the end of the Leaver Count target period.</p> <p>As the Turnover Rate will either be calculated for an Organisation or for a Service Type, the Leavers Count and the FTE Count used must both be on the same basis.</p>
<b>Applicability</b>	General Applicability.
<b>Source(s)</b>	The SWG.
<a href="#">To the Index</a>	

<b>Ref Number</b>	A260	<b>Aggregation/Item</b>	<b>Total Days Lost</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Component Items</b>	<p>Person Identifier (conceptual)  Time Period (conceptual)  <a href="#">First Day of Absence</a> (S675)  <a href="#">Working Days Lost</a> (S685)  <a href="#">Absence Category</a> (S665)  <a href="#">Sickness Absence Type</a> (S670)</p>
<b>Algorithms</b>	<p>a) Identify the target population (set of Persons)  b) Identify the time period  c) For each Person in the target population, for each Absence where the [First Day of Absence] falls within the target period, accumulate the number of Working Days lost, by Absence Category  <i>Variant:</i>  d) If business requirements dictate, accumulate the number of working days lost by Absence Category and Sickness Absence Type.  Note: this statistic will typically be over a period of time and the requirement should clearly state what the range is, and whether to include absences that a) start before the time period but end during it, and b) start during the time period but end after it.  See also the Absence data model fragment in Annex C.</p>
<b>Applicability</b>	Generally applicable.
<b>Source(s)</b>	The SWG.
<a href="#">To the Index</a>	

<b>Ref Number</b>	A270	<b>Aggregation/Item</b>	<b>Total Service Provision Capacity at Completion Date</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG

<b>Component Items</b>	<a href="#">Service Type</a> (S215) <a href="#">Service Provision Unit Type</a> (S220)
<b>Algorithms</b>	<p>For each Service Type, this is a count of the total service capacity, expressed using the Service Unit Provision Type. Specific business rules for each collection indicate which units are applicable to which types of Service Provision.</p> <p>For example within the NMDS-SC, for each Service Type in range ST06 (Care Home with Nursing Provision) through to ST39 (Fostering or adoption service / agency) there is an applicable Service Provision Unit Type. For example, for ST06 (Care Home with Nursing Provision) the total service provision capacity is expressed as "places". See the NMDS-SC Organisation Questionnaire, and associated guidance.</p>
<b>Applicability</b>	Social Care
<b>Source(s)</b>	NMDS-SC, Organisation Q. 16/17.
<a href="#">To the Index</a>	

<b>Ref Number</b>	A280	<b>Aggregation/Item</b>	<b>Service provision at Completion Date</b>
<b>Class</b>		<b>Status</b>	Approved SWG

<b>Component Items</b>	<a href="#">Service Type</a> (S215) <a href="#">Service Provision Unit Type</a> (S220)
<b>Algorithms</b>	<p>For each Service Type, this is a count of service provision on the day of completion of the survey, expressed using the Service Unit Provision Type.</p> <p>Specific business rules for each collection indicate which units are applicable to which types of Service Provision. For example within the NMDS-SC, for each Service Type in range ST06 (Care Home with Nursing Provision) through to ST39 (Fostering or adoption service / agency) there is an applicable Service Provision Unit Type. For example, for ST06 (Care Home with Nursing Provision) the service provision at the completion date is expressed as "beds". See the NMDS-SC Organisation Questionnaire, and associated guidance.</p>
<b>Applicability</b>	Social Care
<b>Source(s)</b>	NMDS-SC, Organisation Q. 16/17.
<a href="#">To the Index</a>	

<b>Ref Number</b>	A290	<b>Aggregation/Item</b>	<b>Off-the-job training days</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Component Items</b>	<a href="#">Organisation Identifier</a> (S200) <a href="#">Working Days Lost</a> (S685) <a href="#">Absence Category</a> (S665)
<b>Algorithms</b>	<p>For an Organisation, determine the sum of Working days Lost for any Absence data falling within the target period where the Absence Category = TRN (Training).</p> <p>Note: this statistic will typically be over a period of time and the requirement should clearly state what the range is, and whether the to include absence that a) start before the time period but end during it, and b) start during the time period but end after it. See also the Absence data model fragment in Annex C.</p>
<b>Applicability</b>	General applicability
<b>Source(s)</b>	The SWG
<a href="#">To the Index</a>	

<b>Ref Number</b>	A300	<b>Aggregation/Item</b>	<b>FTE – in week</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Component Items</b>	See ... <a href="#">Base Interval</a> (S480) <a href="#">Contracted Working Hours</a> (S485) <a href="#">Equivalent Full-Time Hours</a> (S490)
<b>Algorithms</b>	FTE in week is defined as: a) Contracted Working Hours divided by Equivalent Full-Time Hours; If the Base Interval is the same for both Contracted Working Hours and Equivalent Full-Time Hours, then the calculation at a) is sufficient. However, if the numerator and denominator have used different Base Intervals, then a further calculation is required. For example, if Contracted Working Hours are on a Monthly Basis, but the Equivalent Full-Time Hours are on a Weekly basis, then b) the FTE – in week = result of a) (*12)/(52.14) Other combinations of Base Interval should be carefully determined  Notes: - care should be taken within calculations where data is formatted as hours and minutes - cannot be determined where Equivalent Full-time Hours is omitted or = 0 - The result should be expressed as a fraction to at least two decimal places, e.g. 0.89. However applications can be more precise if required.
<b>Applicability</b>	Generally applicable.
<b>Source(s)</b>	The SWG.
<a href="#">To the Index</a>	

<b>Ref Number</b>	A310	<b>Aggregation/Item</b>	<b>FTE – per annum</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG

<b>Component Items</b>	See <a href="#">Base Interval</a> (S480) <a href="#">Contracted Working Hours</a> (S485) <a href="#">Equivalent Full-Time Hours</a> (S490) <a href="#">Weeks per year</a> (S495)
<b>Algorithms</b>	FTE per Annum is defined as: a) Contracted Working Hours divided by Equivalent Full-Time Hours; If the Base Interval is the same for both Contracted Working Hours and Equivalent Full-Time Hours, then proceed to step c). However, if the numerator and denominator have used different Base Intervals, then a further calculation is required. For example, if Contracted Working Hours are on a Monthly Basis, but the Equivalent Full-Time Hours are on a Weekly basis, then b) the result of a) (*12)/(52.14) Other combinations of Base Interval should be carefully determined c) the FTE-per annum = b) * Weeks per Year / 52.14  Notes: - care should be taken within calculations where data is formatted as hours and minutes - the result cannot be determined where Equivalent Full-Time Hours is omitted or = 0 - The result should be expressed as a fraction to at least two decimal places, e.g. 0.89. However applications can be more precise if required. - for step c), if the system only uses whole weeks, the 52 should be used in the calculation rather than 52.14.
<b>Applicability</b>	Generally applicable
<b>Source(s)</b>	The SWG.
<a href="#">To the Index</a>	

### 3.3 Domain Definitions

<b>Ref Number</b>	D010	<b>Domain Name</b>	<b>Absence Category</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Absence Category</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: A(3) Description: A(30)
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	n/a
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
<i>Annual Leave</i>	
ANN	Annual Leave
<i>Sickness Absence</i>	
SIC	Sickness Absence
<i>Statutory Rights / Responsibilities / Special Leave</i>	
SPL	Special Leave
ADP	Adoption Leave
MAT	Maternity / Paternity Leave
PUB	Civic or Public Duties
<i>Other Paid Activity (at variance from normal duties)</i>	
TRN	Training / Study Leave
LON	On loan
SUS	Suspension
<i>Unpaid Absences</i>	
SAB	Sabbatical
SEC	On secondment
UNP	Other Authorised Unpaid Leave

#### Code set Notes

A) Guidance Notes

#### Annual Leave

Annual Leave would not normally be included in an individual level data collection. However, this category could be used to collect aggregates. Applies to actual leave taken, not entitlement.

#### Sickness Absence

See also Sickness Absence Type

#### Special Leave

Covers compassionate leave and any other leave at Managers' discretion.

#### Maternity/Paternity Leave

Does not differentiate between statutory minimum and any employer extensions, i.e. same code used for both.



**Adoption Leave**

Similar to maternity/paternity leave but applicable when the person is adopting a child.

**Civic Duties**

This includes Jury service, appearances at hearings and duties as a local councillor.

**Training**

This category should only be used for training that takes an employee away from normal activity. Should include study leave. (Where training days are part of standard conditions and do not require employers to provide cover, for example teaching INSET days, this should not count as an absence.)

**On loan**

Could be used to record loan spells either within the organisation or external to it

**Suspension**

Either on full pay or reduced pay.

**Sabbatical**

If unpaid leave, otherwise classify as Special Leave.

**On secondment**

This category is used where a person is paid by the organisation seconded to, and not by the organisation with which the person has a contract of employment.

**Other Authorised Unpaid Leave**

Any other authorised leave without pay. Would include spells of Volunteering. (NB: any Volunteering for which the person continues to be paid should be recorded as Special Leave.)

**B) Mapping to School Workforce Census**

Codes MAT, PUB, SIC, SEC and TRN are equivalent to the same codes in the SWF (although please note that the description for PUB has altered in the above to "Civic or Public Duties")

Code UNP is present in both the above and in SWF, however please note that some entries in the School Workforce Census of UNP may be for Sabbatical

SWF code OTH will normally map to SPC (Special Leave) in the above list.

SWF code UNA – Unauthorised absence – is not included in the above standard (check with group)

C) For Sickness Absence recording, please see also [Sickness Absence Type](#).

D) There is no code above for "Unauthorised Absence", however applications may add a local definition for this if required.

E) mapping table to NHS absence codes may be available

**Source(s)**

Based on SWF census, CBDS Ref 400205

[To the Index](#)

<b>Ref Number</b>	D015	<b>Domain Name</b>	<b>Absence Days</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Working Days Lost</a>			

<b>Item Type</b>	Decimal
<b>Format</b>	999.9, with values to the nearest 0.5
<b>Default value</b>	None.
<b>Domain Level Validation</b>	Cannot be negative.
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
n/a	n/a

<b>Source(s)</b>	See SWF Census, Working Days Lost, CBDS 400202
<a href="#">To the Index</a>	

<b>Ref Number</b>	D020	<b>Domain Name</b>	<b>Additional Payment Type</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Category of Additional Payment</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: A(3) Description: A(100)
<b>Default value</b>	None.
<b>Domain Level Validation</b>	Some categories are only applicable to specific Salary Schemes (see D095, <a href="#">Salary Scheme</a> domain). For example, Teaching and Learning responsibility payments, TLRs, apply only to teaching schemes. System and data collection designers should build constraints in to trap invalid combinations.
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
<i>ASHE Category – Basic Pay</i>	
LIN	Inner London Weighting (Support Staff)
LOT	Outer London Weighting (Support Staff)
LFR	London Fringe Weighting (Support Staff)
TLR	Teaching and Learning Responsibility Payments
SEN	SEN Allowances
UNQ	Unqualified Teachers' Allowance
ADD	Additional Responsibilities
SUP	Market Supplement
<i>ASHE Category – Overtime</i>	
OVT	Overtime
OOS	Out of Hours Activities
<i>ASHE Category – Shift Payments</i>	
RES	Residential Duties / Sleeping Allowance
PRM	Shift, Night and Weekend Premiums
<i>ASHE Category – Bonus/Incentive</i>	
PRF	Performance Related/ Merit Payment
PRO	Profit Pay Scheme
REC	Recruitment Incentive
RET	Retention Incentive
OBN	Other Bonus/Incentive payment
<i>ASHE Category – Other</i>	
FEE	Professional Fees
EXP	Regular Expenses
SPR	Sport and Leisure Allowance
TRA	Travel
KIT	Equipment / Clothing
BEN	Personal Benefits
AVA	Availability allowance
OTH	Other

**Code set Notes**

A) The Additional Payment Types are presented above in sub-sets that map to the definitions within the Annual Survey of Hours and Earnings (ASHE). This divides payments into five classes:

**Basic:** Any additional payments that form part of the basic pay rate of the role. Includes management allowances and London Weighting

**Overtime:** Payment for hours worked that are in addition to basic hours

**Shift premiums:** An addition to the basic rate of pay recognising the variable pattern of the working week.

**Bonus/ incentives:** includes those who do sessional work. Includes profit sharing, performance, other bonus or incentives and piecework.

**Other:** Subsidised travel, mobile phone allowance, clothing allowance. Includes such items as car allowances, on call/standby or first aider allowances. However, excludes travel and subsistence expenses.

B) All the Additional Payment Types refer to payments made on a regular basis, normally via the payroll, and not to reimbursements. Care should be taken **not** to use these codes for reimbursements for travel expenses, subsistence allowances, miscellaneous phone costs, and so on.

C) The following codes only are expected within the SWF Census:

LIN, LOT, LFR, TLR, RAR, SEN, ACT, RES, INS, OOS, RCP, RCC, RCA, WEL, GTC, UQT, OTH

D) London Weighting: Some Salary Schemes have separate Spine ranges for the London areas. The London Allowance codes above (LIN, LOT, LFR) therefore only apply to the Soulbury (SO) and Joint National Council for Youth and Community Workers (YC) salary schemes.

E) Comments on individual categories (the following notes should be placed in Guidance):

*ASHE Category – Basic Pay*

**Inner London Weighting (Support Staff) (LIN), Outer London Weighting (Support Staff) (LOT), London Fringe Weighting (Support Staff) (LFR)**

For use in connection with Education support staff paid under NJC

**Additional Responsibilities (ADD)**

Include the Acting allowance in the School Teachers' Pay and Conditions Document and payments for mentoring, supporting trainees and student in social care, supporting trainee teachers on ITT, etc.

*ASHE Category – Overtime*

**Out of Hours Activities (OOS)**

Include CPD undertaken outside the school day and out-of-hours learning activities.

*ASHE Category – Bonus/Incentive*

**Profit Pay Scheme (PRO)**

Include any profit pay scheme. Generally expected for the private sector only.

**Recruitment Incentive (REC)**

Include Golden Hello, Welcome back and the Recruitment Incentive items from previous list. Incorporates SWF codes RCP, RCC, RCA and WEL.

**Retention Incentive (RET)**

Include all Retention payments including any Long Service Lump sum. Incorporates SWF code RAR.

*ASHE Category – Other*

**Professional Fees (FEE)**

Includes any allowance to pay professional fees or subscription. Include the GTC Subscription.

**Regular Expenses (EXP)**

See Note B above.

**Travel (TRA)**

Include any Car Allowances and Season Ticket subsidies.

**Equipment / Clothing (KIT)**

Tools, Clothing, telephone, mobile

**Personal Benefits (BEN)**

Include Childcare payments, Medical and Insurance, Meal Allowance

**Availability allowance (AVA)**

Combines On Call and First Aider.

**Source(s)**

[To the Index](#)

<b>Ref Number</b>	D025	<b>Domain Name</b>	<b>Base Interval</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Base Interval</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: A(10) Description: A(25)
<b>Default value</b>	Weekly
<b>Domain Level Validation</b>	None.
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
Weekly	Weekly
Bi-weekly	Bi-weekly or Fortnightly
Monthly	Monthly
Annually	Annually
Daily	Daily

<b>Code set Notes</b>	
Adapted from HR-XML	
<b>Source(s)</b>	The SWG.
<a href="#">To the Index</a>	

<b>Ref Number</b>	D030	<b>Domain Name</b>	<b>Birth Date Verification Code</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Birth Date Verification</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: 9 Description: Text (7)
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	<p>Populated as follows:</p> <p>Level 0: Unverified</p> <p>Level 1: (Not used)</p> <p>Level 2: One or more of the following secondary certificates:</p> <ul style="list-style-type: none"> <li>• Certificate of Baptism.</li> <li>• Marriage Certificate</li> <li>• National Health Service Medical Card</li> <li>• Child's Certificate of Vaccination</li> <li>• Child's Health Record Card</li> <li>• A certificate of Service in HM Forces or other employment under the Crown or in the Mercantile Marine.</li> <li>• A certificate of membership of a Trade Union Friendly Society or any cards or papers relating to membership of an Approved Society or Unemployment Insurance Apprenticeship indentures.</li> <li>• Early certificate or testimonial from employer.</li> <li>• Aliens registration card, certificate of naturalisation, Home Office travel document or a passport.</li> <li>• Life insurance policy.</li> <li>• Certificate of confirmation.</li> <li>• School certificate or report.</li> <li>• A birthday book or old family record.</li> <li>• Family Bible containing a record of birth.</li> </ul> <p>Level 3: One or more of the following primary certificates:</p> <ul style="list-style-type: none"> <li>• Full birth certificate.</li> <li>• Birth certificate short form.</li> <li>• Certificate of registry showing given names and family name.</li> <li>• GRO copy.</li> <li>• Adoption Order issued by the High Court, County Court or Juvenile Court.</li> <li>• Certificate of adoption issued by the General Register Office.</li> <li>• Foreign birth certificate issued by registration authority of the foreign country.</li> </ul>
<b>Development Notes/ Issues</b>	Taken from the ADD.
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
0	Level 0
1	Level 1
2	Level 2
3	Level 3

---

<b>Source(s)</b>	The ADD.
<a href="#">To the Index</a>	



<b>Ref Number</b>	D035	<b>Domain Name</b>	<b>Clearance Status</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">CRB/List 99 Clearance Status</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: A(4) Description: A(15)
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	n/a
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
UNST	Not yet sought
WAIT	Awaiting Result
PASS	Pass
FAIL	Fail

<b>Code set Notes</b>	
None available.	
<b>Source(s)</b>	From CBDS person verification module
<a href="#">To the Index</a>	

<b>Ref Number</b>	D040	<b>Domain Name</b>	<b>Destination on Leaving</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Destination on Leaving</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: A(6) Description: A(60)
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	n/a
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
LEAPRM	Remaining in the same LA - primary school
LEASEC	Remaining in the same LA - secondary school
LEAOTH	Remaining in the same LA - other (including central staff)
OTHPRM	Move to another LA - primary school
OTHSEC	Move to another LA - secondary school
OTHOTH	Move to another LA - other (including central staff)
LEASIX	Sixth form college – same LA area
OTHSIX	Sixth form college - other LA area
INDEPN	Independent school
FHEHUK	University, FE/HE college in UK
NONUKP	Education post outside UK
PUBSEC	Non-education employment - public sector
SELFMP	Non-education employment - self-employment
OTHERE	Non-education employment - other employment
RETAGE	Retirement – normal age
RETILL	Retirement - ill-health
RETPRM	Retirement – premature
MATFAM	Maternity/Paternity/Break for family reasons
NAPPCH	Not Applicable - Change of Contract
OTHERR	Other
NTKNWN	Not known

<b>Code set Notes</b>	
<p>The value for Not Applicable – Change of Contract is supplied to that records can be kept tidied where one contract of employment is followed by another for the same employer / employee relationship.</p>	
<b>Source(s)</b>	From the SWF census, CBDS Destination (400097).
<a href="#">To the Index</a>	

<b>Ref Number</b>	D045	<b>Domain Name</b>	<b>Ethnicity Code</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Ethnicity</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	A(4)
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	n/a
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
WBRI	White - British
WIRI	White - Irish
WOTH	Any Other White Background
MWBC	White and Black Caribbean
MWBA	White and Black African
MWAS	White and Asian
MOTH	Any Other Mixed Background
AIND	Indian
APKN	Pakistani
ABAN	Bangladeshi
AOTH	Any Other Asian Background
BCRB	Black Caribbean
BAFR	Black - African
BOTH	Any Other Black Background
CHNE	Chinese
OOTH	Any Other Ethnic Group
REFU	Refused
NOBT	Information Not Yet Obtained

<b>Code set Notes</b>	
<b>Source(s)</b>	The ADD.
<a href="#">To the Index</a>	

<b>Ref Number</b>	D050	<b>Domain Name</b>	<b>Gender</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Person Gender Currently</a>		<a href="#">Person Gender At Registration</a>	

<b>Item Type</b>	Enumeration
<b>Format</b>	Code is 9
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	n/a
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
0	not known
1	male
2	female
9	not specified

<b>Code set Notes</b>	
[to be completed]	
<b>Source(s)</b>	The ADD
<a href="#">To the Index</a>	

<b>Ref Number</b>	D055	<b>Domain Name</b>	<b>Job Role</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Job Role</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: A(3) Description: A(60)
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	n/a
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
<b>Managerial Roles</b>	
<b>Managerial Roles</b>	
A05	Senior Manager
A10	Middle Manager
A15	First Line Manager
<b>Elected/ Nominated Officials</b>	
B01	Councillor
B02	School Governor
<b>Other Managerial Roles</b>	
C00	Other Managerial Role
<b>Professional, Associate Professional and Technical Roles</b>	
<b>Business Professionals and Associate Professionals</b>	
D05	Business Manager
D10	Chartered and Certified Accountant
D15	Contracts and Procurement Officer
D20	Data / Information Analyst
D25	Finance Officer
D30	Health and Safety Officer
D35	HR and Employee Relations Officer
D40	Legal Professional
D45	Policy / Project Officer
D50	Project Manager
D55	Public Relations / Communications Officer
D60	Quality and Performance Officer
D65	Translator / Interpreter / Communication Support Worker
D70	Vocational and Industrial Trainer / Instructor
<b>Health and Social Welfare Professionals and Associate Professionals</b>	
E05	Care and Support Services Supervisor
E10	Chaplain
E15	Coroner
E20	Counsellor
E25	Dental Professional
E30	Doctor
E35	Employment Support Worker

E40	Health Visitor
E45	Housing Officer
E50	Midwife
E55	Nurse
E60	Occupational Therapist
E65	Psychologist
E70	Registered Manager (Social Care)
E75	Representation and Advocacy Worker
E80	School Nurse
E85	Social Worker
E90	Therapist / Allied Health Professional
E95	Welfare Rights Officer
<b>Community Justice Professionals and Associate Professionals</b>	
F05	Police Community Support Officer
F10	Police Officers (Inspectors and Above)
F15	Police Officers (Sergeant and Below)
F20	Probation Officer
F25	Victim Support Officer
F30	Witness Support Officer
<b>Child Welfare Professionals and Associate Professionals</b>	
G05	Attendance Officer
G10	Behaviour Manager / Specialist
G15	Careers Adviser
G20	Childcare Officer
G25	Connexions Personal Adviser
G30	Education Welfare Officer
G35	Educational Psychologist
G40	Home-School Liaison Officer
G45	Other Pupil Welfare
G50	School Welfare Assistant
G55	SEN Coordinator
G60	Traveller Support Worker
G65	Youth Adviser
G70	Youth Offending Support Worker
<b>Teaching Professionals</b>	
H05	Advisory Teacher (Unattached)
H10	Assistant Head
H15	Classroom Teacher
H20	Classroom Teacher (LA Supply Pool)
H25	Deputy Head
H30	Head of Department
H35	Head of House
H40	Head of Year
H45	Head Teacher
H50	Music Tuition (including Peripatetic)
H55	Peripatetic Teacher (Unattached)
H60	Teacher: Engaged for Non-School Education
H65	Teacher: Engaged to Teach in a Pupil Referral Unit
H70	Teacher: Engaged to Teach in Miscellaneous Establishments

<b>Education Professionals</b>	
J05	Bursar
J10	Cover Supervisor
J15	Creative Arts Specialist
J20	Education Officer
J25	Exam Invigilator
J30	Examinations Officer
J35	Extended Schools Manager / Support
J40	Learning Manager
J45	Music Specialist
<b>Science and Technology Professionals and Associate Professionals</b>	
K05	Building Control Officer
K10	Care and Support Services Technician
K15	Engineering Professional
K20	ICT Network Manager
K25	ICT Professional
K30	ICT Technician
K35	ICT User Support Staff
K40	School Science Technician
K45	School Technician (Non-Science)
K50	Technician (Other)
<b>Public Service Professionals and Associate Professionals</b>	
L05	Architect
L10	Archivist / Curator
L15	Chartered Surveyor
L20	Conservation / Environmental Protection Officer
L25	Countryside and Park Ranger / Warden
L30	Economic Development Officer
L35	Environmental Health Officer
L40	Librarian
L45	Planning Officer
L50	Registrar of Births, Deaths and Marriages
L55	Trading Standards Officer
<b>Other Professional, Associate Professional and Technical Roles</b>	
M00	Other Professional / Associate Role
<b>Administrative, Secretarial and Customer Service Roles</b>	
N05	Administrative Officer / Assistant
N10	Benefits and Local Taxation Officer
N15	Call Centre Agent / Operator
N20	Customer Service Officer
N25	Finance Assistant
N30	Library Assistant/Clerk
N35	Personal Assistant (Secretarial)
N40	Receptionist
N45	School Office Manager
N50	School Secretary
N55	Telephonist

<b>Personal Service Roles</b>	
<b>Care and Support Services Personal Service Roles</b>	
Q05	Care Worker
Q10	Childcare / Play Group Assistant
Q15	Childminder
Q20	Community, Support and Outreach Worker
Q25	Foster Carer
Q30	Nanny
Q35	Nursery Nurse
Q40	Personal Assistant (Care and Support)
Q45	Playworker
Q50	Senior Care Worker
Q55	Social Work Assistant
<b>Education Personal Service Roles</b>	
R05	Bilingual Support Assistant
R10	Escort
R15	Higher Level Teaching Assistant
R20	Language Support Worker
R25	Learning Mentor
R30	Learning Support Assistant (for SEN Pupils)
R35	Literacy Worker
R40	Minority Ethnic Support Worker
R45	Pastoral Support Worker
R50	Teaching Assistant
R55	Tutor
<b>Leisure and Miscellaneous Personal Service Roles</b>	
S05	Arts Officer
S10	Caretaker
S15	Crematorium Technician
S20	Housekeeper
S25	Pest Control Officer
S30	Premises Manager
S35	Sports and Leisure Assistant
S40	Sports Coach / Instructor / Official
S45	Sports Development Officer
<b>Other Personal Services Roles</b>	
T00	Other Personal Service Role
<b>Skilled Trade, Construction and Transport Roles</b>	
<b>Skilled Trade Roles</b>	
U05	Bricklayer / Mason
U10	Carpenter / Joiner
U15	Construction Worker
U20	Cook
U25	Electrician / Electrical Fitter
U30	Gardener / Groundsman / Groundswoman
U35	Mechanic
U40	Plasterer / Painter / Decorator



U45	Plumber / Heating and Ventilating Engineer
U50	Printer
<b>Construction and Transport Roles</b>	
W05	Community Driver
W10	General Construction Operative
W15	Heavy Goods Vehicle Driver
W20	Labourer
W25	Road Construction Operative
W30	Storeman / Warehouseman / Porter
<b>Other Skilled Trade, Construction and Transport Roles</b>	
X00	Other Skilled Trade, Construction or Transport Role
<b>Elementary Service Roles</b>	
Y05	Civil Enforcement Officer
Y10	Cleaner
Y15	Kitchen and Catering Assistant
Y20	Midday Assistant
Y25	Midday Supervisor
Y30	School Crossing Patrol Attendant
Y35	Security Guard / Operative
Y40	Street Scene Operative
Y45	Waste and Refuse Operative
<b>Other Elementary Service Roles</b>	
Z00	Other Elementary Service Role

**Code set Notes**

A) The highest level of the above hierarchy is equivalent to the SOC major groups. The other levels of the hierarchy need to be compared with national figures with some care.

B) A detailed set of guidance notes on Role is being prepared to assist organisations with the implementation of the standards. Please contact any of the organisations in [Annex E](#) for more information on this guidance.

<b>Source(s)</b>	Derivation: SOC LGASOC NMDS-SC Individual Q.9 SWF: CBDS Role Identifier (400098)
------------------	--

[To the Index](#)

<b>Ref Number</b>	D060	<b>Domain Name</b>	<b>Nature of Relationship</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Nature of Relationship</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: 9 Description: A(85)
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	n/a
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
1	Employed directly
2	Employed through an agency
3	Employed through a service provider
4	Employed by another organisation as part of a partnership/shared service
5	Employed in a bank or pool of workers by a parent or otherwise related organisation
6	Self-employed
7	Student on placement / work experience
8	Voluntary worker / volunteer

<b>Code set Notes</b>	
Employed directly: This includes the School / Classroom-Teacher relationship, where the contract administration is handled by the LA.	
Employed through an agency: include teacher supply agencies and any other organisations operating as a recruitment or workforce supply business. Exclude internal agencies within an organisation, or agencies as executive arms of public sector organisations.	
Employed through a service provider: include staff engaged via third party service contracts, for example a contract to clean or provide catering.	
Employed by another organisation as part of a partnership/shared service: only include staff providing services for which your organisation has responsibility	
Employed in a bank or pool of workers by a parent or otherwise related organisation: for example, a local authority pool of staff for teacher supply or home care working	
Self-employed: if employee classed as self-employed as defined by Her Majesty's Revenue and Customs. Not applicable if directly employed, or being paid as a registered company.	
Student on placement / work experience: Unpaid work undertaken to gain experience as part of wider training or education.	
Voluntary worker / volunteer: includes all unpaid work not in the category of Student on placement/ work experience.	
<b>Source(s)</b>	Domain identified and developed within the Contract sub-group of the SWG.
<a href="#">To the Index</a>	

<b>Ref Number</b>	D065	<b>Domain Name</b>	<b>Origin or Previous Employment</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Last occupation or employment status</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: A(3) Description: A(80)
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	n/a
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
<i>Children's Services - Public Sector</i>	
A01	Teaching post within the LA sector (school or central staff) in England or Wales
A02	Teaching post within an FE college in England or Wales
A03	Teaching post within a University or HE college in England or Wales
A04	Other education post in England or Wales
A05	Teaching post in Scotland or Northern Ireland
A06	Other education post in Scotland or Northern Ireland
A07	Children's sector: local authority
A08	Internal promotion / transfer / career development (children's services)
<i>Children's Services - Private or Voluntary Sector</i>	
B01	Teaching post within an independent school in England or Wales
B02	Other education post within the private or voluntary sector in England or Wales
B03	Children's sector: private or voluntary sector
<i>Other Service - Public Sector</i>	
C01	Non-education employment - public sector
C02	Health sector
C03	Adult care sector: local authority
C04	Internal promotion / transfer / career development (adult social care)
<i>Other Service - Private or Voluntary Sector</i>	
D01	Adult care sector: private or voluntary sector
D02	Agriculture and fishing sector
D03	Banking, finance and insurance sector
D04	Construction sector
D05	Distribution, hotels and restaurants sector
D06	Energy and water sector
D07	Manufacturing sector
D08	Retail sector
D09	Transport and communication sector
D10	Other private or voluntary sector
D11	Agency
D12	Self-employment
<i>Training/Education</i>	
E01	First employment in teaching - immediately after training
E02	First employment in teaching - employment based teacher training
E03	Student work experience / placement
<i>Outside the UK</i>	
F01	Teaching post outside the UK

F02	Other education post outside the UK
F03	Other post outside the UK
<i>Unemployed</i>	
G01	Unemployed and seeking work
<i>Other</i>	
H01	Other break
H02	Other source(s)
H03	Break for family reasons
H04	First employment in teaching - not immediately after training
H05	Volunteering or voluntary work
H06	Not known

**Code set Notes**

A) Other sector categories (D01 through D10) taken from the breakdown used within the Labour Force Survey.

B) Agency (D11) and Self-employment (D12) can be used when a person is engaged from an Agency or third-party supplier.

<b>Source(s)</b>	Adapted from the following sources: NMDS-SC, Individual Q. 12. SWF Census (CBDS Ref 400095) ONS Labour Force Survey
------------------	--

[To the Index](#)

<b>Ref Number</b>	D070	<b>Domain Name</b>	<b>Pay Spine Region</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Regional Pay Spine</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: A(2) Description: A(25)
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	Applications could validate according to the rules in the Notes below.
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
LI	Inner London
LO	Outer London
LF	London Fringe
EW	Rest of England & Wales

<b>Code set Notes</b>	
<p>A) For staff paid under the following Salary Schemes, all four values above are valid:  School Leadership (LD)  Teachers Main (TE)  Teachers Upper (TU)  Advanced Skills Teachers (AS)  Unqualified Teachers (UT)</p> <p>B) For staff paid under the National Joint Council for Local Government Services salary scheme, the values LI, LO and EW are valid.</p> <p>C) For other salary schemes, which do not differentiate spines according to region, this item is not relevant.</p>	
<b>Source(s)</b>	Based on the SWF census, CBDS ref 400131
<a href="#">To the Index</a>	

<b>Ref Number</b>	D075	<b>Domain Name</b>	<b>Post</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Post</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: A(3) Description: A(25)
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	n/a
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
HDT	Head Teacher
DHT	Deputy Head
AHT	Assistant Head
TCH	Classroom Teacher
AST	Advanced Skills Teacher
EXL	Excellent Teacher
SUP	Support Staff
AVT	Advisory Teacher
TAS	Teaching Assistant

<b>Code set Notes</b>	
A) When describing school Vacancies, the following entries only are valid: Head Teacher (HDT) Deputy Head (DHT) Assistant Head (AHT) Classroom Teacher (TCH) Advanced Skills Teacher (AST) Excellent Teacher (EXL)	
<b>Source(s)</b>	Based on the SWF census, CBDS ref 400093
<a href="#">To the Index</a>	

<b>Ref Number</b>	D080	<b>Domain Name</b>	<b>Proxy Date</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Date Awarded QT Status</a>	<a href="#">Date Of First Role As QT</a>	<a href="#">Date completed CWDC Induction Qualifications Section</a>	
<a href="#">Start Date of Contract</a>	<a href="#">Start Date of Role</a>		
<a href="#">Date of Arrival in School</a>			

<b>Item Type</b>	Text. (Allows separate recording of Day, Month and Year. Used to define historic dates where exact values may not be available and where some imprecision is acceptable. However, exact date values can be stored in this format.)
<b>Format</b>	Fixed format string with three permitted variants: Y9999 – the minimum acceptable string, where both the month and day are omitted; Y9999M99 – acceptable where the year and month are being provided; Y9999M99D99 – for a full date. Please see also the Domain Level Validation below for limitations on the use of this domain historically.
<b>Default value</b>	None on input. Outputs using proxy dates should substitute 15 for days not provided and 6 for months not provided.
<b>Domain Level Validation</b>	Year must be provided as four full digits Year must be prior to 2000 (for dates since 01-01-2000, the Standard Date domain must be used) If Year > 1979 then Month must be provided, but Day may be omitted If Year < 1980 then Month and Day may be omitted If Day is provided, the Month must be provided
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
n/a	n/a

<b>Source(s)</b>	Defined by the SWF. Output values from the ONS Harmonised Data Standards.
<a href="#">To the Index</a>	

<b>Ref Number</b>	D085	<b>Domain Name</b>	<b>QTS Route</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">QTS Route</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: A(4) Description: A(50)
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	None
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
ACEG	Annual College Exit - Graduate course
ACEP	Annual College Exit - Post graduate course
OTTP	Overseas Trained Teacher Programme
RTPR	Registered Teacher programme
GTPR	Graduate Teacher Programme
TFST	Teach First programme
RECG	Mutual Recognition from NI, Scotland or the EU
FLEX	Flexible Routes

<b>Code set Notes</b>	
The above values are defined by the General Teaching Council for England. For categories relevant to Wales, Scotland or Northern Ireland, please consult the relevant authorities.	
<b>Source(s)</b>	Based on the SWF census, CBDS ref D00149
<a href="#">To the Index</a>	



<b>Ref Number</b>	D090	<b>Domain Name</b>	<b>NMDS Reason for Leaving</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Reason for Leaving</a>			

<b>Item Type</b>	Text
<b>Format</b>	Code: A(3) Description: A(50)
<b>Default value</b>	None.
<b>Domain Level Validation</b>	None.
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
PAY	Pay
CON	Conditions of employment
NWK	Nature of the work
CMP	Competition from other employers
TRF	Transferred to another employer
DEV	Career development
PER	Personal reasons
UND	Resignation for other or undisclosed reasons
RET	Retirement
DTH	Death
DSM	Dismissal
RED	Redundancy
END	End of contract term
OTH	Other reason
NKN	Reason Not Known

<b>Code set Notes</b>	
<b>Source(s)</b>	NMDS-SC, Organisation Q. 25.
<a href="#">To the Index</a>	

<b>Ref Number</b>	D095	<b>Domain Name</b>	<b>Salary Scheme</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Salary Scheme</a>		<a href="#">Spine Point</a>	

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: A(2) Description: A(60)
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	None.
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
LD	School Leadership
TE	Teachers Main
TU	Teachers Upper
AS	Advanced Skills Teachers
EX	Excellent Teacher
UT	Unqualified Teachers
SO	Soulbury
NJ	National Joint Council for Local Government Services
YC	Joint National Council for Youth and Community Workers
CO	National Joint Council for Chief Officers
CR	Craftworkers
OT	Other National Salary Scheme
NO	Not on a National Salary Scheme

<b>Code set Notes</b>
<p>A) Within the ESCS sector, the following schemes should be recorded and reported as Other National Salary Scheme (OT):  Teacher in Residential Establishment **  Workshops for the Blind</p> <p>** Please note that the "Teacher in Residential Establishment" scheme refers to the separate negotiating body of that name, and not to residential staff paid under the School Teachers Pay and Conditions document.</p> <p>B) Not on a National Salary Scheme (NO) includes those paid under local agreements as well as staff whose remuneration is by individually negotiated arrangements.</p> <p>C) Spine point ranges:  For teachers paid under STRB recommendations the following spine point ranges are defined:  Leadership (LD), 1 to 43  Teachers Main (TE), 1 to 6  Teachers Upper (TU), 1 to 3  Advanced Skills Teachers (AS), 1 to 18  Unqualified Teachers (UT), 1 to 6</p> <p>For other salary schemes the following ranges are defined:  National Joint Council for Local Government Services (NJ), 2 to 49 in Inner London and 4 to 49 elsewhere in England and Wales  Joint National Council for Youth and Community Workers (YC), 1 to 30. The agreement defines two groups; a) Support work with a range from 1 - 6 (first level) and 7 - 17 (second level) and b) Professional with a range from 11 – 30.  Soulbury (SO) defines separate spine point ranges for:  Educational Advisors / Inspectors, from 1 to 49  Educational Psychologists, from 1 to 16  Senior and Principal Educational Psychologists, from 1 to 19  Assistant Educational Psychologists, from 1 to 4</p>

Youth & Community Service Officers, from 1 to 18  
For teachers on the Excellent Teacher scheme (EX) and for staff paid under the National Joint Council for Chief Officers (CO) or Craftworkers (CR) schemes, there are no spine points.

D) A new negotiating body, the School Support Staff Negotiating Body, is being established. Once information is available the above categories will be enhanced, as appropriate. However, details are not finalised as of January 2010.

**Source(s)**

Standard code set adapted from the SWF census, with reference to other sectors  
NMDS-SC does not include any equivalent

[To the Index](#)

<b>Ref Number</b>	D100	<b>Domain Name</b>	<b>Service Area</b>
<b>Class</b>	Common	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Service Area</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: A(4) Description: A(30)
<b>Default value</b>	None.
<b>Domain Level Validation</b>	None.
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
CORP	Corporate/Democratic
ESCS	Education and Children's
ASOC	Adults Social Care
HLTH	Health
HOUS	Housing
CRSP	Culture, Recreation and Sport
HIGH	Highways, Roads and Transport
ENVR	Environmental
PLAN	Planning and Development

<b>Code set Notes</b>	
Please note that corporate services such as HR and planning are, depending on the local authority, placed within the Corporate / Democratic service area, placed within an individual service such as Education and Children's, or placed between both.	
<b>Source(s)</b>	Sources: a) Major groups as per the CIPFA best value code of practice categorisation; b) NMDS-SC, Organisation Q.13/14
<a href="#">To the Index</a>	

<b>Ref Number</b>	D105	<b>Domain Name</b>	<b>Service Provision Unit</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Service Provision Unit Type</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: 9 Description: A(15)
<b>Default value</b>	None.
<b>Domain Level Validation</b>	None.
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
1	places
2	beds
3	hours
4	service users
5	meals
6	family places
7	enrolled

<b>Code set Notes</b>	
<p>Most entries in this code set are self-explanatory. 'Hours' can be used to indicate the total capacity of a provision such as meals on wheels or home nursing care. 'Enrolled' applies to the take up of service provision in organisations such as Nurseries or Holiday Clubs and indicates how many services users, normally children, were enrolled on the completion date.</p> <p>Specific business rules for each collection indicate which units are applicable to which types of Service Provision. See for example the NMDS-SC Organisation Questionnaire, and associated guidance.</p>	
<b>Source(s)</b>	Taken from the NMDS-SC, Organisation Q. 16 & 17
<a href="#">To the Index</a>	

<b>Ref Number</b>	D110	<b>Domain Name</b>	<b>Service Type</b>
<b>Class</b>	n/a	<b>Status</b>	Placeholder
<b>Domain used by</b>			
<a href="#">Service Type</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: A(4) Description: A(70)
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	n/a
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
-	none

<b>Source(s)</b>	Please note that this code list is under development. However sources will include: a) NMDS-SC, Organisation Q.13/14; b) LGA categorisation.
<a href="#">To the Index</a>	

<b>Ref Number</b>	D115	<b>Domain Name</b>	<b>Sickness Absence Type</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Sickness Absence Type</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: A(4) Description: A(60)
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
SA01	Back and neck problems
SA02	Other musculo-skeletal problems
SA03	Stress, depression, anxiety, mental health and fatigue
SA04	Infections
SA05	Neurological, headaches and migraines
SA06	Eye, ear, nose & mouth/dental; sinusitis
SA07	Genito-urinary; menstrual problems
SA08	Pregnancy related
SA09	Stomach, liver, kidney, digestion
SA10	Heart, blood pressure, circulation
SA11	Chest, respiratory
SA12	Sickness not otherwise classified

<b>Code set Notes</b>	
None	
<b>Source(s)</b>	LGA Annual Sickness Absence survey
<a href="#">To the Index</a>	

<b>Ref Number</b>	D120	<b>Domain Name</b>	<b>Standard Date</b>
<b>Class</b>	Universal	<b>Status</b>	Approved SWG

Domain used by		
<a href="#">Person Birth Date</a>	<a href="#">Date Awarded QT Status</a>	<a href="#">Date Of First Role As QT</a>
<a href="#">Start Date of Contract</a>	<a href="#">End Date of Contract</a>	<a href="#">Start Date of Role</a>
<a href="#">End Date of Role</a>	<a href="#">Date Check Requested</a>	<a href="#">Date Check Results Returned</a>
<a href="#">Call-up Date for Re-check</a>	<a href="#">Date completed CWDC Induction</a>	<a href="#">Date of first role as HLTA</a>
<a href="#">Date of CSCI Registration</a>	<a href="#">Pay Year End Date</a>	<a href="#">First Day of Absence</a>
<a href="#">Last Day of Absence</a>	<a href="#">Date Checking Process Initiated</a>	<a href="#">Date Verific'n Check Passed</a>
<a href="#">Date Agency Confirmation Received</a>	<a href="#">Expiry Date of Right to Work in the UK</a>	<a href="#">CRB Expiry Date</a>
<a href="#">CRB Review Date</a>	<a href="#">Date Obtained Chartered London Teacher Status</a>	
<a href="#">Date of Entry to the UK</a>	<a href="#">Person Death Date</a>	<a href="#">Date awarded EY Prof Status</a>
<a href="#">Start Date for Continuous Service</a>	<a href="#">Date of Arrival in Establishment</a>	<a href="#">Date of First Qualified GSCC Registration</a>

<b>Item Type</b>	Date
<b>Format</b>	<p>Storage formats will vary between applications. Many database and spreadsheets applications use a Julian date internally. Display formats will vary according to local standards. Interchange format should use the e-GIF standards, which is YYYY-MM-DD. This is derived from the XML Schema standard date definition.</p> <p>All usages should ensure there are no problems with the century and four-digit years should be used unless display space is an issue.</p>
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	<p>Must be a valid date, i.e.</p> <ul style="list-style-type: none"> <li>- a valid month</li> <li>- a number of days that is valid for the month</li> <li>- inclusion of 29 February if a leap year</li> </ul>
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
n/a	n/a
<b>Source(s)</b>	ISO 8601 – Numeric Representation of Dates and Time
<a href="#">To the Index</a>	



<b>Ref Number</b>	D125	<b>Domain Name</b>	<b>Standard Hours &amp; Minutes</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
	<a href="#">Contracted Working Hours</a>	<a href="#">Equivalent full-time hours</a>	<a href="#">Additional Hours Worked</a>

<b>Item Type</b>	Text (formatted representation of time)
<b>Format</b>	hh:mm
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	hh – Integer in range 00 to 23 mm – Integer in range 00 to 59
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
n/a	n/a

<b>Source(s)</b>	The SWG. This definition is compatible with the ONS Annual Survey of Hours and Earnings, which uses hours and minutes
<a href="#">To the Index</a>	

<b>Ref Number</b>	D130	<b>Domain Name</b>	<b>Standard NC Subject Code</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Curriculum Subject</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: A(3) Description: A(100)
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	None.
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
AAD	Applied Art & Design
ABS	Applied Business Studies
ACC	Accountancy
AHS	Combined Arts / Humanities / Social studies
AIT	Applied ICT
ARA	Arabic
ART	Art & Design / Art
ASC	Applied Science
BEN	Bengali
BIO	Biology / Botany / Zoology / Ecology
CAB	Commercial & Business Studies/Education/Management
CAR	Careers Education
CBE	Construction and Built Environment / Building
CDT	Craft, Design & Technology
CHD	Child Development
CHI	Chinese
CHM	Chemistry
CIT	Citizenship
CLS	Classics
COM	Communication Studies
COS	Community Studies
CSB	Combined/General Science - Biology
CSC	Combined/General Science - Chemistry
CSP	Combined/General Science - Physics
CYM	Cymraeg/Welsh (as First Language)
DAN	Danish
DAT	Design and Technology
DNC	Dance
DRA	Drama
DTE	Design and Technology - Electronics
DTF	Design and Technology - Food Technology
DTG	Design and Technology - Graphics
DTR	Design and Technology - Resistant Materials
DTS	Design and Technology - Systems & Control
DTT	Design and Technology - Textiles
DUT	Dutch
ECO	Economics
EDU	Education
ENG	English
ENR	Engineering
ENV	Environmental Science/Studies
EUR	European Studies
FIN	Finnish
FRE	French

GEN	General Studies
GEO	Geography
GER	German
GLG	Geology
GPL	Government & Politics
GRC	Greek (Classical)
GRE	Greek (Modern)
GUJ	Gujerati
HAC	Hospitality and Catering
HBB	Hebrew (Biblical)
HEB	Hebrew (Modern)
HIN	Hindi
HIS	History
HSC	Health and Social Care
HUM	Humanities
ICT	Information & Communication Technology
IND	Industrial Studies
ITA	Italian
JAP	Japanese
KSK	Key Skills (Only if <KeyStage> = 4)
LAE	Land & Environment / Agriculture
LAT	Latin
LAW	Law
LIF	Life Skills
LTT	Leisure, Travel and Tourism
MAT	Mathematics
MED	Media Studies
MFL	Modern Foreign Language
MNF	Manufacturing
MUS	Music
OBC	Other Business / Commercial Subject
OHU	Other Humanities
OLA	Other Language Subject
OMA	Other Mathematical Subject
OPH	Other Physical Subject
OPR	Other Aesthetic / Practical Subject
OSC	Other Sciences
OSS	Other Social Studies
OTE	Other Technological Subject
OTH	Other (not otherwise specified)
OVO	Other Vocational Subject
PAN	Panjabi
PED	Physical Education / Sports
PER	Performing Arts
PHL	Philosophy
PHY	Physics
POR	Portuguese
PRI	Primary Curriculum
PSH	Personal Social & Health Education (PSHE)
PSY	Psychology
REL	Religious Education
RUS	Russian
RWD	Retail, Warehousing & Distribution
SCI	Science
SEN	Special Educational Needs
SOC	Sociology
SPA	Spanish
SSS	Social Studies/Science
STA	Statistics

SWE	Swedish
TDG	Technical Drawing/Graphics
TUR	Turkish
UFA	Under-5 Activities
URD	Urdu
VNW	Any new GCSE in a vocational subject
WEL	Welsh

Code set Notes	
None.	
<b>Source(s)</b>	The SWF census (CBDS ref 400220)
<a href="#">To the Index</a>	

<b>Ref Number</b>	D135	<b>Domain Name</b>	<b>Standard NC Year Group</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Curriculum Teaching Level</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: A(2) Text: A(35)
<b>Default value</b>	None.
<b>Domain Level Validation</b>	None.
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
N1	Nursery first year
N2	Nursery second year
R	Reception
1	Year 1
2	Year 2
3	Year 3
4	Year 4
5	Year 5
6	Year 6
7	Year 7
8	Year 8
9	Year 9
10	Year 10
11	Year 11
12	Year 12
13	Year 13
14	Year 14
X	National Curriculum not followed
M	Mixed yeargroup class

<b>Code set Notes</b>	
None.	
<b>Source(s)</b>	The SWF census (CBDS ref 400222)
<a href="#">To the Index</a>	

<b>Ref Number</b>	D140	<b>Domain Name</b>	<b>Standard Yes/No Type</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Person Family Name First</a>	<a href="#">QT Status</a>	<a href="#">HLTA Status</a>	
<a href="#">Safeguarding Indicator</a>	<a href="#">Piecework / Sessional Ind'r</a>	<a href="#">Check passed?</a>	
<a href="#">Probation In Role Completed</a>	<a href="#">Chartered London Teacher Status</a>	<a href="#">Disability Status</a>	
<a href="#">Early Years Professional Status</a>	<a href="#">Injury at Work (RIDDOR)</a>	<a href="#">Apprentice/Student/Trainee?</a>	

<b>Item Type</b>	Boolean
<b>Format</b>	4 or 5 character text string
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	n/a
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
True	True
False	False

<b>Code set Notes</b>	
<p>a) In interchange standards, XML / XSD allows 0 and 1 as lexical alternatives to True and False;</p> <p>b) Within XML that is defined according to standard W3C schema definition of xs:boolean, True and False are case sensitive and must be presented as shown.</p>	
<b>Source(s)</b>	Based on the ADD data types and W3C schema.
<a href="#">To the Index</a>	

<b>Ref Number</b>	D145	<b>Domain Name</b>	<b>Teacher Number</b>
<b>Class</b>	Sector	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Teacher Number</a>			

<b>Item Type</b>	Text
<b>Format</b>	9(7)
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	Must be seven full digits.
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
n/a	n/a

<b>Source(s)</b>	From the SWF Census, CBDS 400014.
<a href="#">To the Index</a>	

<b>Ref Number</b>	D150	<b>Domain Name</b>	<b>Type of Contract</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Type of Contract</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code is 9
<b>Default value</b>	n/a
<b>Domain Level Validation</b>	Type of contract only applicable where Nature of relationship has certain values is one of Employed directly Self-employed Student on placement / work experience
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
TC1	Permanent
TC2	Fixed Term
TC3	Temporary
TC4	Call-off
TC5	Casual
TC6	Bank/Pool
TC7	Sessional
TC8	Other

<b>Code set Notes</b>	
A) Guidance notes:	
Permanent – This applies where the contract is open-ended, i.e. no end date has been set.	
Fixed Term – contract has both a start and an end date.	
Temporary – used where a person may be a temporary appointment but, unlike a fixed term contract, the end date is not known.	
Call-off – This applies where the contract is open-ended and engagement is on an ‘as-needed’ basis.	
Casual – an ad hoc working arrangement, that tends to be short term and triggered by a specific resource requirement	
Bank/Pool – applies where the worker is part of a bank or pool, supplying services either within the employing organisation or in related organisations	
Sessional – A contract where the units are sessions as opposed to hours	
Other – Any other type of contract	
<b>Source(s)</b>	The SWG
<a href="#">To the Index</a>	



<b>Ref Number</b>	D155	<b>Domain Name</b>	<b>UK Currency</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Annual Basic Salary Rate</a>	<a href="#">Gross Annual Pay</a>	<a href="#">Monthly Pay Rate</a>	
<a href="#">Weekly Pay Rate</a>	<a href="#">Daily Pay Rate</a>	<a href="#">Hourly Pay Rate</a>	
<a href="#">Additional Payment Amount</a>	<a href="#">Taxable Benefits in Kind</a>		

<b>Item Type</b>	Decimal
<b>Format</b>	-999999999999.99 (unformatted) £-999,999,999,999.99 (formatted)
<b>Default value</b>	None.
<b>Domain Level Validation</b>	Maximum 16 characters A sign (+ or -) followed by a maximum of 14 numeric characters representing the amount expressed in pounds and pence to two decimal places.
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
[none]	[none]

<b>Source(s)</b>	As GDSC “Amount Sterling” The standard assumes that Pounds Sterling will be the currency used throughout the ESCS sector. Any system or data collection designers that need to use multiple currencies should use ISO 4217 to denote the currency (e.g. GBP- Pound sterling, EUR – Euro, USD – US dollar, etc.)
<a href="#">To the Index</a>	

<b>Ref Number</b>	D160	<b>Domain Name</b>	<b>Verification Check Type</b>
<b>Class</b>	n/a	<b>Status</b>	Approved SWG
<b>Domain used by</b>			
<a href="#">Verification Check Type</a>			

<b>Item Type</b>	Enumeration
<b>Format</b>	Code: A(2) Description: A(30)
<b>Default value</b>	None.
<b>Domain Level Validation</b>	None.
<b>Code set / enumeration / coding frame</b>	
<b>Code value</b>	<b>Description</b>
01	Identity Verification
02	Medical Fitness
03	References
04	Qualifications for Post
05	CRB Check
06	Right to work in the UK
07	Additional overseas checks
08	List 99 Check
09	GTC Registration
10	GSCC Registration

<b>Code set Notes</b>
<p><b>Identity Verification</b> A check by the employer or the supplying Agency on the Name, Date of Birth and Address of the applicant or post holder.</p> <p><b>Medical Fitness</b> A medical check by the employer or the supplying Agency on the applicant or post holder.</p> <p><b>References</b> A check by the employer or the supplying Agency on references supplied by the applicant or post holder.</p> <p><b>Qualifications for Post</b> A check by the employer or the supplying Agency that the applicant or post holder has the required Qualifications for the Post.</p> <p><b>CRB Check</b> The operation of the CRB clearance process for the applicant or post holder by the employer or the supplying Agency.</p> <p><b>Right to work in the UK</b> A check by the employer or the supplying Agency that the applicant or post holder has the right to work in the UK.</p> <p><b>Additional overseas checks</b> Additional checks, such as a certificate of good conduct, that may be carried out by the employer or the supplying Agency for an applicant or post holder who has lived or worked outside the UK.</p> <p><b>List 99 Check</b></p>

A check by the employer or the supplying Agency against List 99 for the applicant or post holder.

**GTC Registration**

A check by the employer or the supplying Agency that the applicant or post holder has the appropriate level of GTC Registration.

**General Social Care Council (GSCC) Registration**

A check by the employer or the supplying Agency that the applicant or post holder is a registered Social Worker.

<b>Source(s)</b>	From the CBDS, Person Verification module.
------------------	--

<a href="#">To the Index</a>
------------------------------

## Annexes

<b>Annex A</b>	<b>Extended Character Set Support .....</b>	<b>181</b>
<b>Annex B</b>	<b>Data Model Fragments.....</b>	<b>182</b>
<b>Annex C</b>	<b>Workforce Data Standards Meta Data Model .....</b>	<b>189</b>
<b>Annex D</b>	<b>The Standards Working Group .....</b>	<b>190</b>
<b>Annex E</b>	<b>References.....</b>	<b>191</b>
<b>Annex F</b>	<b>Document Control.....</b>	<b>193</b>

## Annex A Extended Character Set Support

Terminology: In this annex, the term “extended characters” refers to those characters that are beyond the range of basic ASCII characters, i.e. beyond code points 0000 through 007F. Extended characters thus include upper or lowercase Latin characters that also have an accent, or special characters such as the Inverted Question Mark, as used in Spanish.

At the present time DCSF policy is to process, or plan towards future processing of, all Latin-based characters for names, addresses and general text fields. Other character types, such as Chinese, Greek or Cyrillic, are not within the scope of this policy. This appears to fulfil present expectations of central government and its partners. It is also in line with current public sector practice.

The full range of extended characters, listed below, should be available for names, addresses and general text fields. The ranges are covered by the following Unicode charts: <sup>1</sup>

Code Chart	Character Range	Notes
Basic Latin	U+0000 - U+007F	Basic ASCII. Includes C0 control characters U+0000 - U+001F
Latin-1	U+0080 - U+00FF	Includes characters required for Welsh and Gaelic languages. Includes C1 control characters U+0080 - U+009F
Latin Extended A	U+0100 - U+017F	Required for Irish Gaelic dotted consonants.
Latin Extended B	U+0180 - U+024F	Required to support Balkan and some non-European extensions.
Latin Extended Additional	U+1E00 - U+1EFF	Optional requirement with less common combinations of vowels and accents, included for completeness

The Unicode Standards are available online at <http://www.unicode.org/>.

Individual code charts can be downloaded from <http://www.unicode.org/charts/>.

<sup>1</sup> Some of the material in this section is taken from the MIAP programme, see “Implementation of the MIAP Common Data Definitions”, version 1.0, May 2006.

## Annex B Data Model Fragments

This Annex contains a series of conceptual entity-relationship views of the data defined in this document, and shows a fuller set of relationships to those shown in the Introduction. The purpose of these models is to aid implementation of the standards in the design of operational, analytical or data collection systems. However, they are not a normative part of the standards themselves. Real-world systems will of necessity have more complex models, based on wider requirements, than those below. Despite this, there should be traceable consistency between these models and real-world implementations.

Some note on the diagrammatic conventions in these diagrams are presented at the end of this Annex, on page 187.

Please note that the development of ISB's Business Data Architecture and the accompanying Business Data Standards will, once finalised, supersede these structures.

### B1. Contract Data

The following diagrams show the relationship between the data items that describe a person's contractual status, from Job Role (S400) through to Additional Hours Worked (S505).

Two scenarios are shown. The first is for the situation where a member of the children's workforce is directly contracted to the service organisation (e.g. the school or care home).

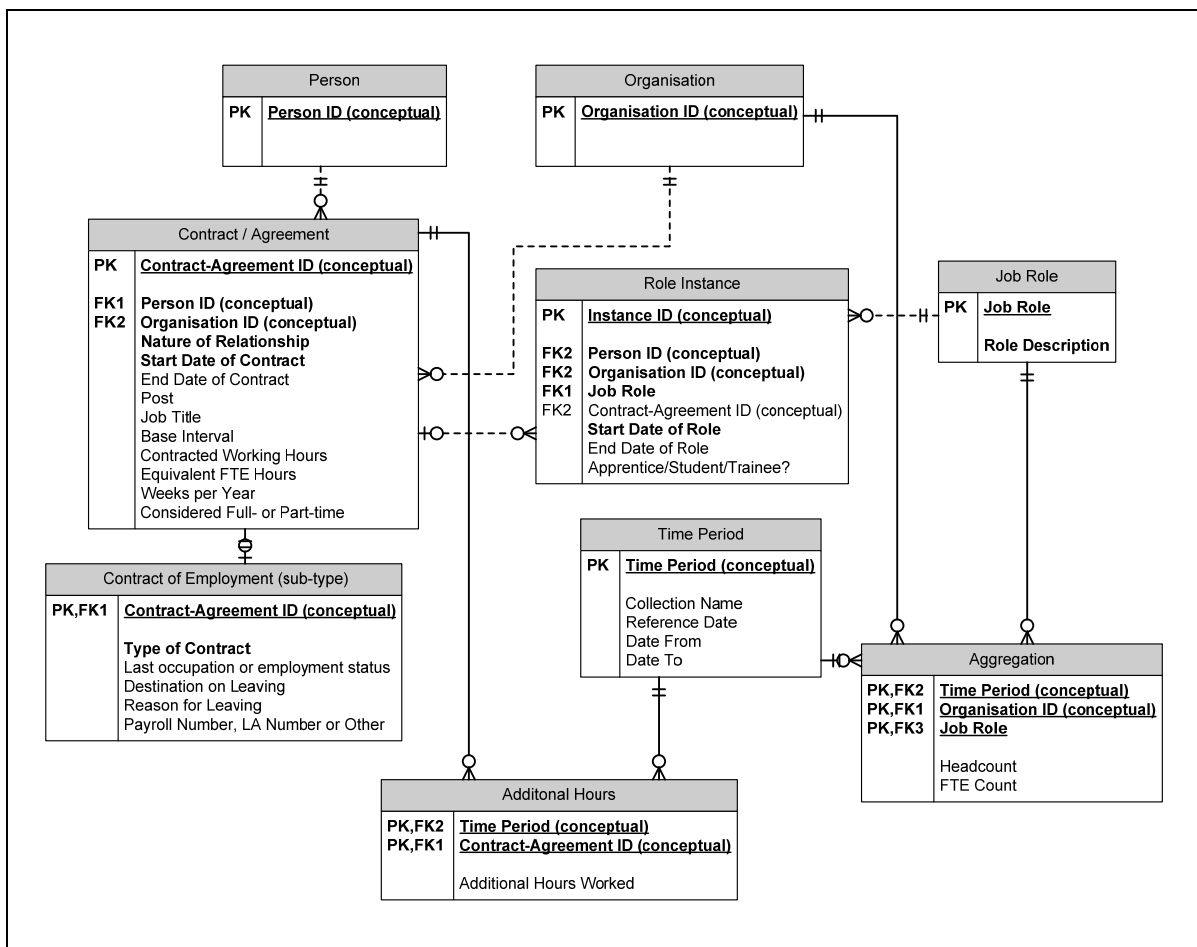


Figure 2: Contract of Employment Data Entity-Relationship Fragment

The second represents the situation where a member of the workforce is employed by an agency or some organisation other than the place where they work.

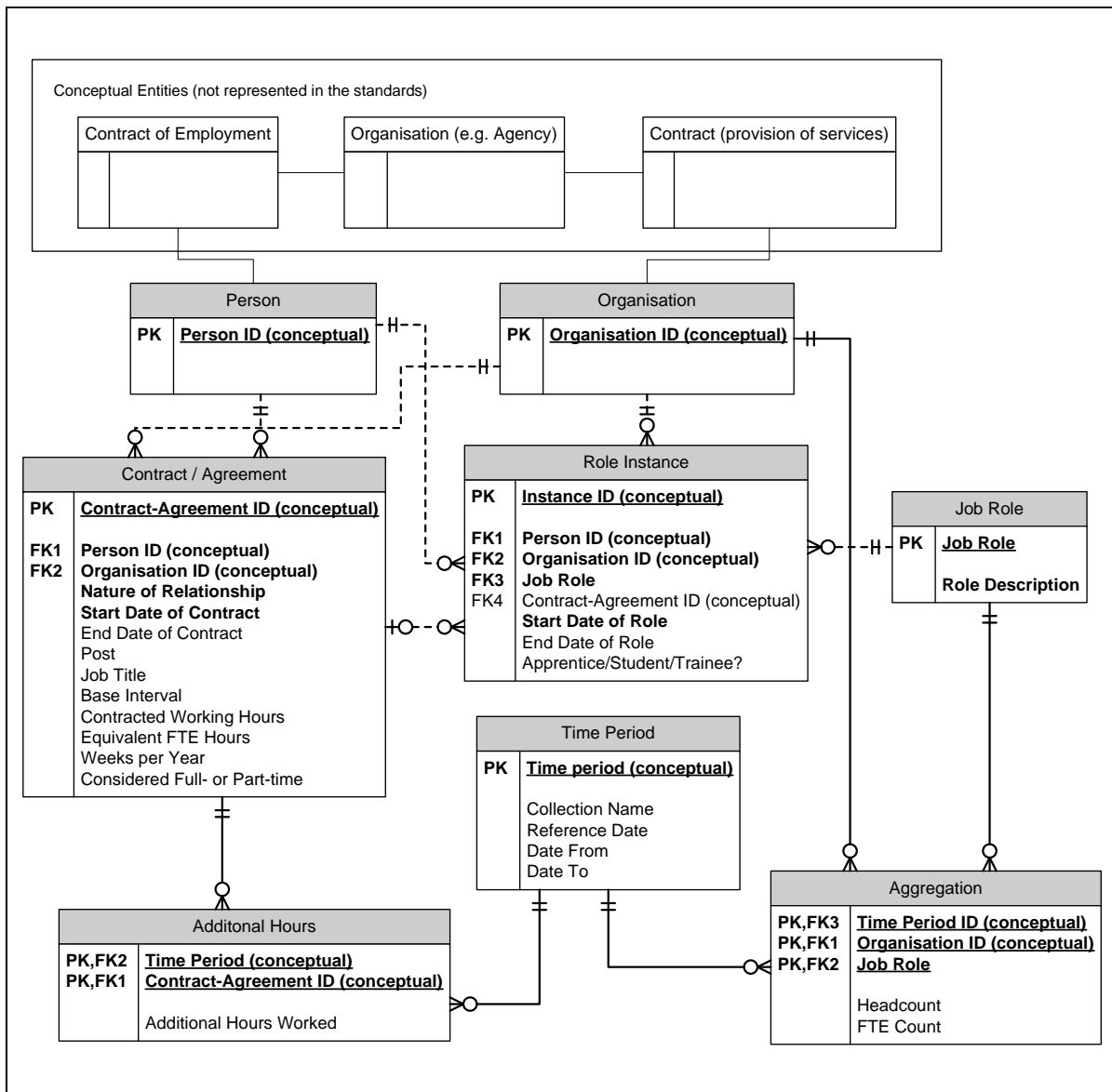


Figure 3: Service Agreement Data Entity-Relationship Fragment

The two data items Nature of Relationship (S415) and Type of Contract (S420), together determine which of the two above models applies:

- Where the member of the workforce is a direct employee, the Type of Contract is provided and the applicable values in Nature of Relationship are one of
  - Employed Directly
  - Self-employed
  - Student on placement / work experience
- Where the member of the workforce is not a direct employee, the Type of Contract is omitted and the applicable values in Nature of Relationship are one of
  - Engaged through an agency
  - Engaged through a service provider
  - Employed to another organisation as part of a partnership/shared service
  - Employed in a bank or pool of workers by a parent or otherwise related organisation

Student on placement / work experience (NB: this category appears in both lists)

Voluntary worker

In both of the above models the entity 'Time Period' is conceptual: it allows for the concept of providing aggregations by Role on either a snapshot basis or over a period of time.

**B2. Pay Data**

The following diagram shows the relationship between the data items that describe a person's pay, from Salary Scheme (S510) through to Taxable Benefits in Kind (S585).

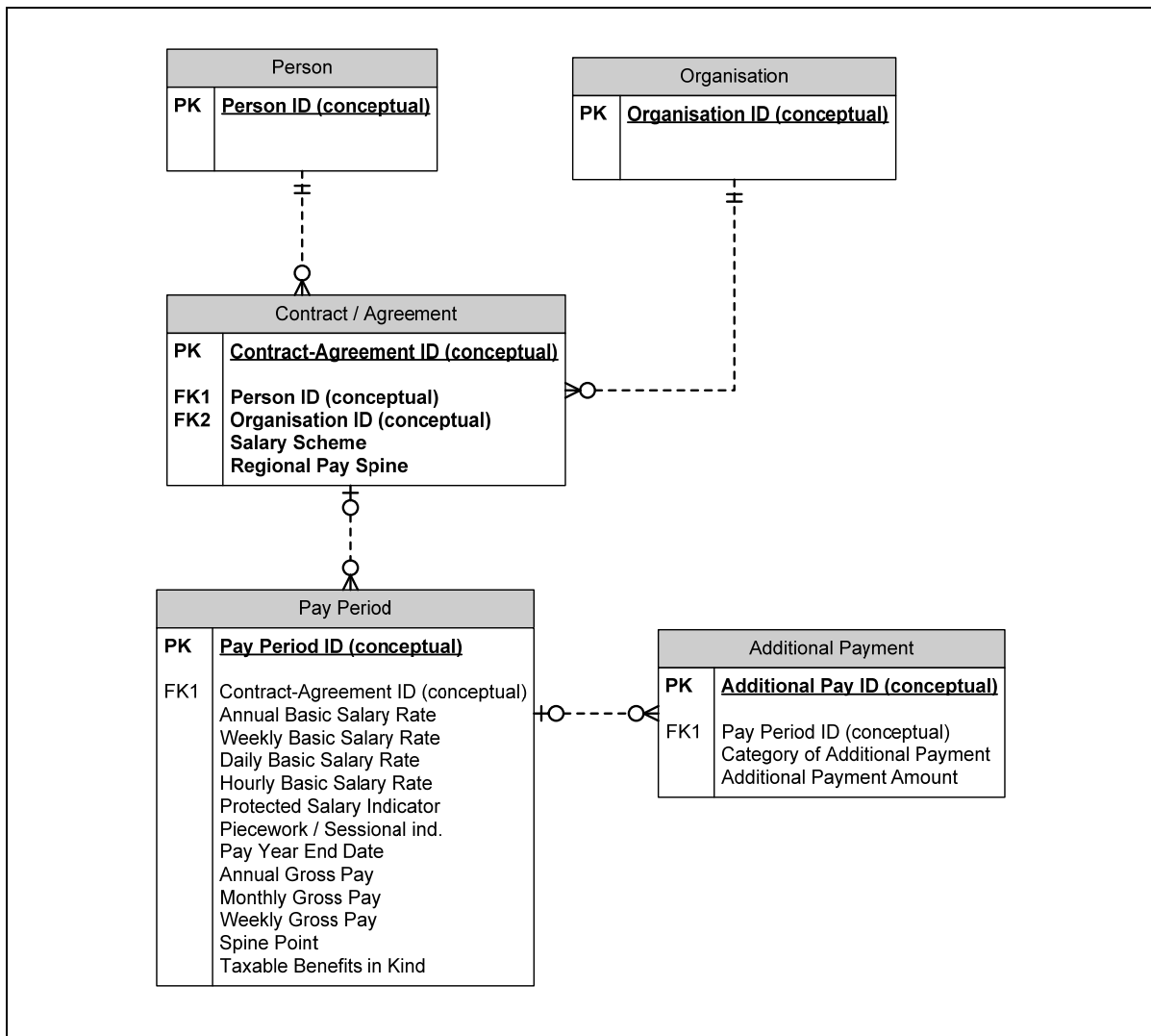


Figure 4: Pay Data Entity-Relationship Fragment

Please note that depending on circumstances, "Contract" may represent a contract of employment or it may represent a formal or informal agreement between an Organisation and a Person who works there, perhaps being employed by a third part such as an Agency

**B3. Pay Items schematic**

The view taken of pay in these standards can be represented in the following schematic:



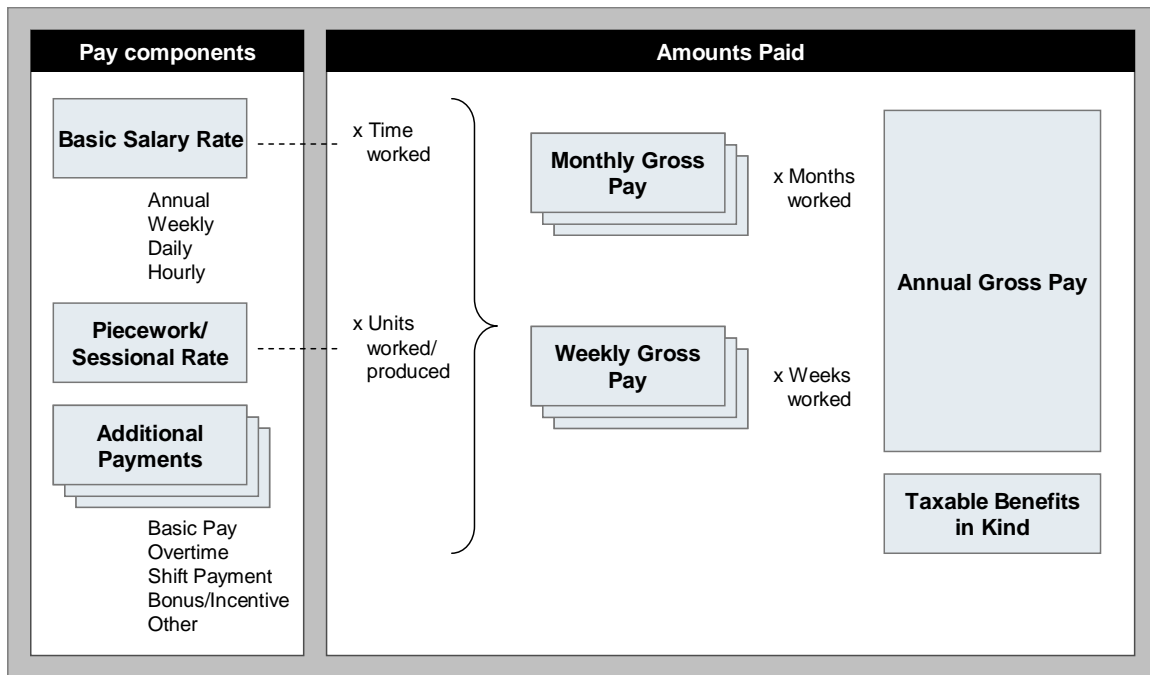


Figure 5: Pay Items Schematic

The shaded boxes in this diagram represent data items defined in these standards.

The standards distinguish between rates (Annual Basic Salary Rate, Weekly Basic Salary Rate, etc.) and Gross Pay (Weekly, Monthly, Annual). The rates are essentially the building blocks of pay entitlement whereas the gross pay represents overall pay and is always retrospective.

Time worked is represented in the standards by the contractual hours. However, data items for actual time worked are not included as separate items but can be adapted from other standards. For piecework or sessional work, gross pay is determined from units produced. Items for the Units are not included in the standards and collections or systems needing these data must add their own definitions.

**B4. Absence Data**

The following model covers Absence data items from Absence Category (S665) through to Working Days Lost (S685).

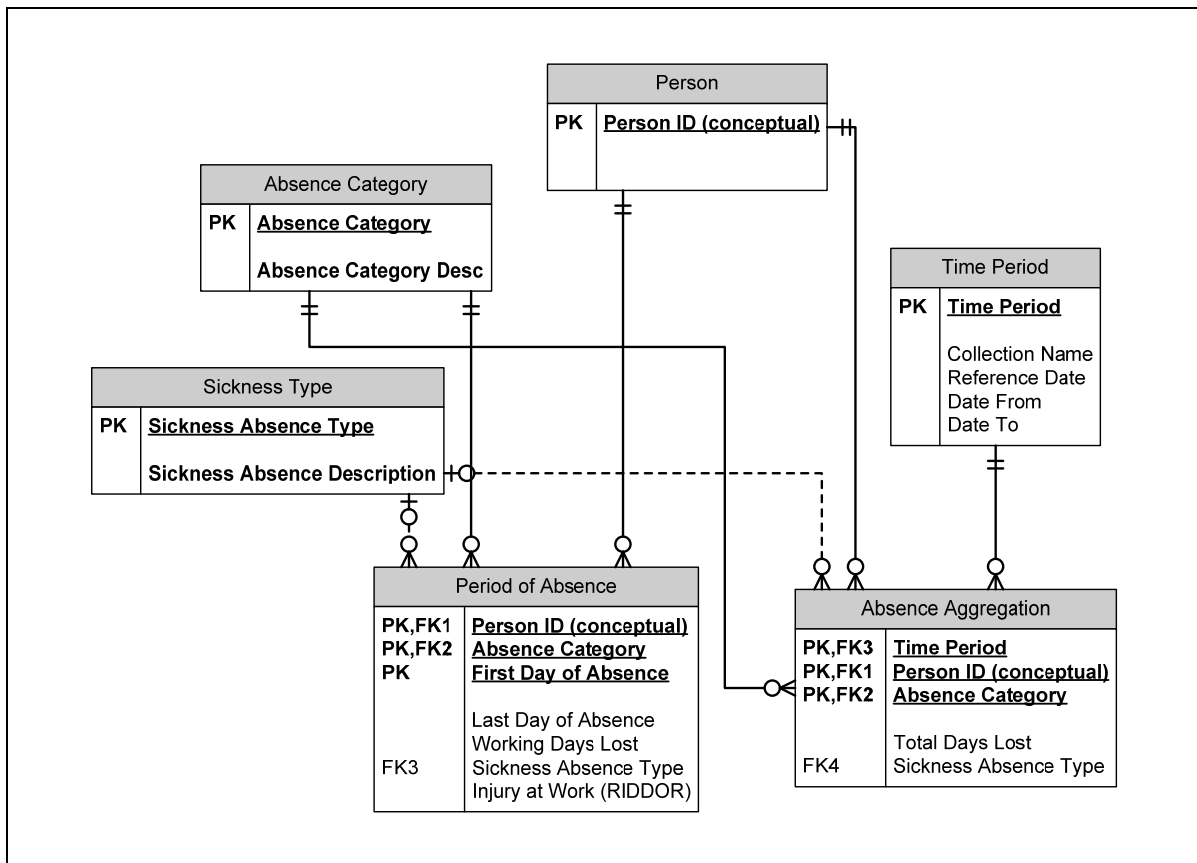


Figure 6: Absence Data Entity-Relationship Fragment

### B5. Verification Data

The following model covers data items relating to the verification of new employees, from Verification Check Type (S580) to CRB Clearance Reference Number (S625).

This area of the model originates from CBDS work to support good record keeping practice in schools. As part of their inspections, OFSTED require schools to be able to demonstrate that a proper verification / checking process is in operation. While it is not mandatory for the records to be kept electronically, many schools have been keen to do so and their MIS suppliers have supported and enabled this using the CBDS definitions.

The fragment suggests that it is possible to define the checks that are relevant to each Job Role and that a separate record is retained for each check. This approach is extensible, in that the addition of new verification types to the standards will enable requirements from other parts of ESCS to be supported to the same record keeping standards.

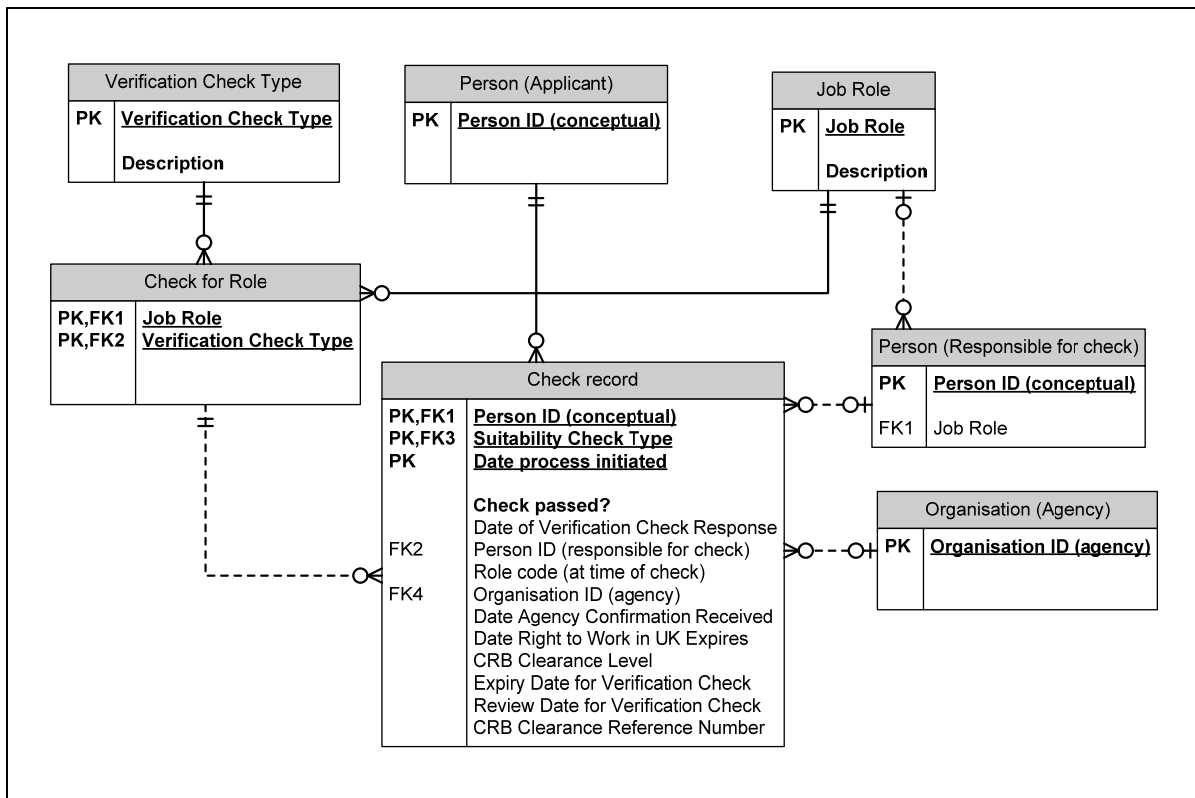


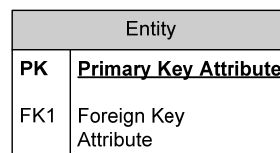
Figure 7: Verification Data Entity-Relationship Fragment

### B6. Notes on the data model diagrams

The fragments in this Annex all present views of sub-sets of the data in these standards. The key features of the diagrams are as follows

#### Entities and entity keys:

An entity is represented by a box showing the name of the entity and listing its primary key, foreign key and non-key attributes:



The attributes for each entity are annotated to show which are key attributes, using the following:

- The primary key is an attribute, or combination of attributes, that uniquely identifies one instance of the entity. Primary key attributes are identified with the initial PK, and are also shown in bold and underlined;
- Foreign-key attributes, identified by the initials FK, are attributes that are the primary key, or part of the primary key, of a related table;
- An attribute shown in bold type is considered mandatory. Attributes in plain type are optional, or at least may not be present when a record based on the entity is created.

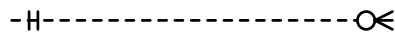
So that the relationships in the fragments are clear, some ID items have been added that are not defined in the standards. These are identified as "... (conceptual)" for example Person ID (conceptual).

*Entity sub-types:*

An entity may have one or more sub-types. This is shown on the diagram by a one-to-one optional relationship (see below) as well as the entity name including the words sub-type. An entity sub-type inherits all the attributes items from its super-type, as well as having its own particular attributes.

*Relationships:*

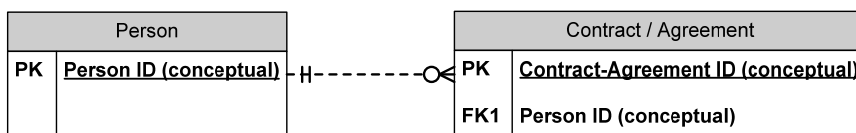
The relationship between two entities is shown as a line:



This line can vary in three ways:

- The symbol at each end of the line is either a crow's-foot or a single dash;
- An additional symbol, either a circle or a second dash crossing the line, shows the optionality between the entities;
- The line can be solid or dotted.

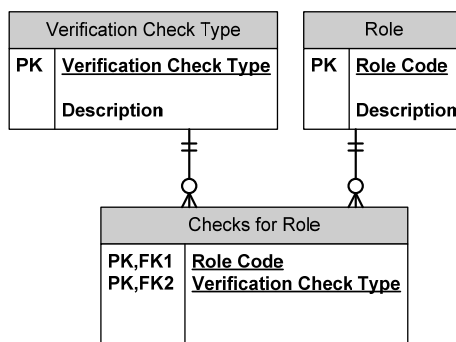
The crow's-foot / single dash symbols show the number of entities at each end of the relationship. For example, in the following ...



... a person may have many contracts of employment, either simultaneously or over time, but a contract of employment must be for one and only one person. The crow's-foot therefore indicates the “many” end of the relationship. Most relationships in the fragments are “one-to-many”. Occasionally a “one-to-one” relationship appears.

The second symbol at the end of each line shows whether the existence of one entity must be associated with the existence of another. In the above example a person may exist without having a contract, shown by the “o” at the right-hand end of the line. However a contract of employment can only exist in relationship to a person, shown by the second single-dash across the left-hand end of the line.

The majority of lines in the fragments are dotted. A solid line, where shown, indicates that an attribute that is (part of) the primary key of one entity is also present in the related entity, as in this extract from Figure 7, above:



## Annex C Workforce Data Standards Meta Data Model

The documentation of the Children' Workforce standards is organised around the following object model, which is adapted from the ISO 11179 standard for meta-data:

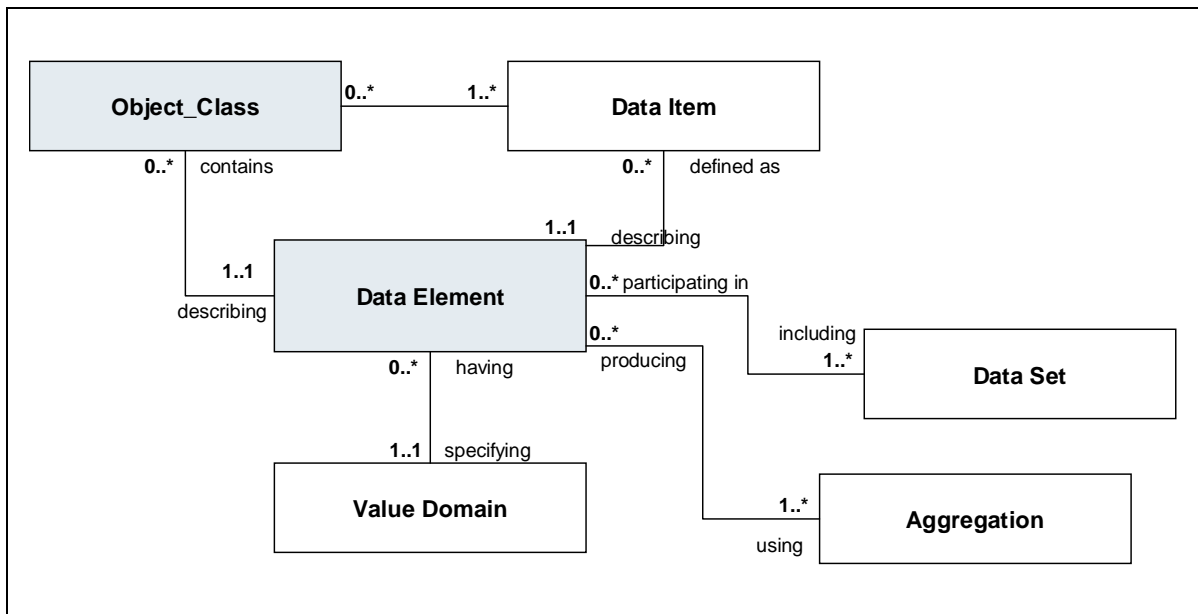


Figure 8: Meta-Data Model

Within this version of the standards, the highlighted objects are not populated. The Object Classes are assumed to equate to the high level entities, as per the Introduction above. It is also assumed that context will enable users of these standards to translate Data Item definitions into Data Elements where appropriate.

Accordingly the bulk of these standards cover definitions of Data Items, Aggregations and Value Domains (simplified to Domains in the documentation).

Data Sets will be added at a later stage of the work. However at this stage, the inclusion of Data Items within the main course data sets, the School Workforce census and the NMDS-SC, can be deduced from the Source entries with the Development Notes for each entry.

## Annex D The Standards Working Group

The Standards Working Group (SWG), which began meeting as the Workforce Harmonisation Group in 2008, comprised the following organisations and people:

DCSF	Helen Walker (New Relationship with Schools) Gerard Doyle (New Relationship with Schools) Jim Foley (Schools Analysis and Research Division) Ian Casey (Data Services Group) Rob Bauling (Data Services Group) Steve Ward (Consultant Business Analyst)
The LGA	Ben Hickman (LG Analysis and Research)
CWDC	Lisa Baldwin
SKILLS FOR CARE	Christine Eborall
ONS	Becki Aquilina
TDA	Nicolette Hartell
HESA	Andy Youell
LSC / MIAP	Barry Eaton Colin Rogers
The National College	Richard Palmer
The Information Authority	Peter Ashton
ISB for Education, Skills and Children's Services	Terry Knowles

The SWG has received contributions and advice from many people in drawing up these proposals and would like to thank the following in particular for their input:

DCSF	(Paul Stoker, Richard Bartholomew, Jo Mackie)
LGE	(Jon Sutcliffe)
IDeA	(Kathryn Kelly)
CWDC	(Gurdeep Singh)
TDA	(Graham McLatchie, Christopher Brown)
Skills for Care	(Dave Griffiths)
Lifelong Learning UK	(Tynan Roger)
CLG	(Hema Pandya)
OGC	(Georgina Aplin)

## Annex E References

### Contact Details:

<b>CWDC</b>	c/o Lisa Baldwin, Workforce Data Development <a href="mailto:Research@cwdcouncil.org.uk">Research@cwdcouncil.org.uk</a>
<b>DCSF Data Services Group</b>	Data Services Group can be contacted at <a href="mailto:ims.mailbox@dcsf.gsi.gov.uk">ims.mailbox@dcsf.gsi.gov.uk</a>
<b>ISB-ESCS</b>	The Information Standards Board for ESCS has a web site at <a href="http://www.escs-isb.org.uk/">http://www.escs-isb.org.uk/</a> . The Board's secretariat can be contacted at <a href="mailto:itgovernance.secretariat@dcsf.gsi.gov.uk">itgovernance.secretariat@dcsf.gsi.gov.uk</a> .
<b>LGA</b>	c/o Ben Hickman, at Local Government Analysis and Research <a href="mailto:ben.hickman@lga.gov.uk">ben.hickman@lga.gov.uk</a>
<b>Skills for Care</b>	The Workforce Intelligence Team <a href="mailto:nmds@skillsforcare.org.uk">nmds@skillsforcare.org.uk</a>

### Existing Standards:

<b>CBDS</b>	Common Basic Data Set Data item standards for the Education sector, which have been in continuous development since around 2002. Details are at <a href="http://www.teachernet.gov.uk/management/ims/datamanagement/cbds/">http://www.teachernet.gov.uk/management/ims/datamanagement/cbds/</a> .
<b>NMDS-SC</b>	The National Minimum Data set for Social Care. Collection of social care organisations and those who work in them. Run by Skills for Care. Note that the scope of the NMDS-SC covers both adult and children's social care. Details at <a href="http://www.nmds-sc-online.org.uk/">http://www.nmds-sc-online.org.uk/</a> .
<b>GDSC</b>	The Government Data Standards Catalogue Maintained by the Public Sector Information Domain Team Data Standards Working Group. Details at <a href="http://www.cabinetoffice.gov.uk/govtalk.aspx">http://www.cabinetoffice.gov.uk/govtalk.aspx</a> .
<b>SWF</b>	The School Workforce Census. The DCSF census of teachers and support staff. Details at <a href="http://www.teachernet.gov.uk/management/ims/datacollections/swfcpilot/technicalspecification/">http://www.teachernet.gov.uk/management/ims/datacollections/swfcpilot/technicalspecification/</a> .

### Other sources of information

<b>ASHE</b>	Annual Survey of Hours and Earnings Office for National Statistics survey of employers in the UK. Details are at: <a href="http://www.ons.gov.uk/about/surveys/a-z-of-surveys/annual-survey-of-hours-and-earnings--ashe-/index.html">http://www.ons.gov.uk/about/surveys/a-z-of-surveys/annual-survey-of-hours-and-earnings--ashe-/index.html</a>
-------------	---

<b>HESA</b>	The Higher Education Statistics Agency See <a href="http://www.hesa.ac.uk/index.php?option=com_collns&amp;task=show_colln&amp;Itemid=232&amp;c=C08025&amp;s=2&amp;wvy=any&amp;wvs=2&amp;isme=1">http://www.hesa.ac.uk/index.php?option=com_collns&amp;task=show_colln&amp;Itemid=232&amp;c=C08025&amp;s=2&amp;wvy=any&amp;wvs=2&amp;isme=1</a>
<b>MIAP CDD</b>	MIAP Common Data Definitions See <a href="http://www.miap.gov.uk/documentlibrary/">http://www.miap.gov.uk/documentlibrary/</a>
<b>NHS Data Dictionary</b>	Data definitions used by the NHS are available from <a href="http://www.datadictionary.nhs.uk">http://www.datadictionary.nhs.uk</a> .



## Annex F Document Control

### CHANGE HISTORY

VERSION	DATE	CHANGES
1.0	April 2009	Completion of version for Consultation.
2.0	January 2010	<p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. The changes from version 1.0 all originate in the response to the consultation on Workforce Data standards, conducted by DCSF between April and July, 2009.</li> <li>2. The definitions have been comprehensively re-numbered since version 1.0. All numbers stated below are <u>new</u> numbering.</li> </ol> <p><b>A. New standards/definitions:</b></p> <p><b>Person Section</b></p> <p>S060 Person Death Date  S085 Person Religion (see work in progress 1. below)  S090 Person Religious Affiliation (ditto)  S095 Person Sexual Identity (ditto)  S140 QTS Route  S145 Early Years Professional Status  S150 Date Awarded Early Years Professional Status  S155 GSCC Register Number  S160 Date of Registration with GSCC</p> <p><b>Location Section</b></p> <p>S320 Location BFPO Number</p> <p><b>Person-Organisation Relationship Section</b></p> <p>S405 Post  S410 Job Title  S445 Student/Trainee?  S450 Start Date for Continuous Service with Employer  S455 Date of Arrival in Establishment  S690 Injury at Work (RIDDOR)</p> <p><b>B. Definitions removed:</b></p> <p>The definition for IIP Status removed since version 1.0  The Service Type domain (D110) has been withdrawn pending further analysis of requirements.</p> <p><b>C. Changes:</b></p> <p>S400 and D045. The Job Role codes have been completely re-worked.</p> <p>S525. Change of item name from Safeguarding Indicator to Protected Salary Indicator.</p> <p>S630. Change of item name from CRB Expiry Date to Expiry Date for Verification Check.</p> <p>S635. Change of item name from CRB Review Date to Review Date for Verification Check.</p> <p>D010. The Absence Category domain has a new value "Adoption".</p> <p>A300, A310. FTE in week and FTE per annum algorithms revised.</p>

		<p><b>D. Work still in progress:</b></p> <ol style="list-style-type: none"><li>1. Person Religion, Person Religious Affiliation and Person Sexual Identity – there is work underway to define standard code lists by the PS-DSWG. This will be added to the standards when they are available.</li><li>2. Service Type domain (D110). A revision of this category list is underway and will be added to these standards as soon as it is available. Please contact any of the organisations in <a href="#">Annex E</a> for more information.</li></ol>
--	--	--