

ETF SIR26 DATA SPECIFICATION

VERSION 1.0

SIRDATAINSIGHTS.ORG.UK

List of changes from SIR25:

- Field 05 Date of Birth changed to allow for young people who are 16 at the time of appointment but younger than 16 at the beginning of the academic year
- Field 15 Fraction of full-time changed to make it clearer that it is percentage of total standard full-time hours and not the proportion of the year worked. See field for full details.
- Field 20 Date of leaving – new validation rule.
- Field 37 Highest teaching and/or learning support qualification held - Item 100 - text changed to “Level 3 Certificate of Education”. New note added.
- Field 39 Hours of CPD per year - use 999 where amount of CPD is unknown.
- Field 40 Date of start of contract - new validation rule - cannot be after 49 Date of end of contract.
- Field 41 Membership of professional body or trade organisation – retired in SIR26. Moved out of main data specification to appendix at back.
- Field 42 Non-teaching work experience of relevance to area of teaching – retired in SIR26. Moved out of main data specification to appendix at back.
- Field 43 Number of years spent working in other sectors – retired in SIR26. Moved out of main data specification to appendix at back.
- New field - 49 Date of end of contract
- Change to section on Multiple Contracts.

1.0 SIR collection: scope and purpose

Scope & coverage

The staff workforce data collection covers all staff working in publicly funded Further Education (FE) provision, including FE Colleges, Sixth Form Colleges, independent training providers, local authorities, third sector providers and others. It represents all staff contracts, including for this collection, members of staff working on a voluntary basis and staff provided by agencies. Note: The use of the term 'staff' refers to any individual with a contract from the relevant provider. It is not the same as an employee.

Records should be submitted for all staff who have worked or volunteered at least 15 hours during the whole of the 2017/2018 teaching year.

Data for staff supplied by agencies should be returned by the agencies themselves. It is not the responsibility of the learning providers themselves to return agency staff data.

In more detail, the staff workforce data return should include:

1. All members of staff employed on a contract for at least 15 hours during the 2017/2018 teaching year. This includes teaching, teaching support, administrative and other support staff.
2. Members of staff supplied by an agency who provided teaching and / or promoted learning for at least 15 hours during the 2017/2018 teaching year. A learning provider should ask the agency to submit a separate workforce data return for the staff supplied to the provider by the agency. Agencies may contact the Foundation workforce data collection helpdesk for further assistance.
3. Members of staff who are self-employed and provided teaching and / or promoted learning for at least 15 hours during the 2017/2018 teaching year.
4. Members of staff who are employed on a voluntary basis who provide teaching and / or learning support and / or promoted learning for at least 15 hours during the 2017/2018 teaching year.

In addition to the categories of staff outlined above, the system enables learning providers to make returns of staff data records either as part of a single provider, or they can be submitted separately as an organisational unit. Providers may wish to use this facility to support their own data analysis – guidance on using the organisational unit facility will be provided on the website

The staff workforce data returns should not include:

1. Members staff who are employed by an employment agency solely for the purpose of administration or support duties.
2. Members of staff who are self-employed solely for the purpose of administration or support duties.
3. Members of staff who are employed on a voluntary basis solely for the purpose of administration and support.
4. Any member of staff who left the employment of the learning provider prior to 01/08/2017
5. Any member of staff who joined or who will join the learning provider after the 31/07/2018
6. Any staff not employed for at least 15 hours during the 2017/2018 teaching year.

Multiple contracts

Where a member of staff has more than one contract that was current at some point in the reporting year (01/08/2017 to 31/07/2018) then one of the following 3 rules must be applied to the return:

1. Either, each contract should be returned as a separate record
2. Or, the contracts should be consolidated into a single record but only where all the following fields have an identical value (and that value must not be summed) in each of the contract records to be consolidated.

14 – Terms of employment

16 – Proportion providing teaching and promoting learning

17 – Proportion supporting teaching and learning

18 – Proportion providing other support

24 – Main subject taught

25 – Category of work

40 – Date of start of contract

44 – Engaged in offender learning

45 – Proportion providing community learning

46 – Engaged in SEND teaching

49 – Date of end of contract

Contracts can only be consolidated into a single record where the records have the same contract start dates and the same contract end dates.

3. Or, a separate record should be created, by consolidation, for each set of contracts that have identical values in the above fields – resulting in fewer records than contracts. This option covers the situation where you do not wish to generate one record per contract, but not all the contracts can be consolidated into a single record (because of the above rule).

The data provided for a member of staff should reflect the totality of the work undertaken by that member of staff for the learning provider in 1 or multiple records. Where multiple records are used for a member of staff, these should be identified using a value in Field 03 – Multiple contract number.

Multiple contracts that belong to the same staff member and have identical values in all fields (including 40 Date of start of contract and 49 Date of end of contract) will be identified as duplicates by the SIR data collection system.

2.0 SIR process

The staff workforce data returns for 2017/2018 will be collected using the Foundation's workforce data collection and reporting system, SIR Data Insights.

Learning providers will be supported through the process of submission by online and downloadable help documentation, and the Foundation's data collection helpdesk.

Timetable

The staff workforce data collection will open on 01/07/2018 for trial data submissions and from 01/08/2018 for full data submissions. Providers will be expected to upload their returns by 31/10/2018.

The teaching year time period for which data should be uploaded for is defined as 01/08/2017 to 31/07/2018. 31/07/2018 is the end of the collection year.

Submission process workflow

The collection process is expected to be an iterative process of data upload and cleansing. It is recommended that learning providers maintain their staff records up to date in their HR System in preparedness for the creation of the data extract file for the upload of their return.

The data collection system will hold staff records submitted in the previous year; however providers will need to make a new submission each year.

Data validation errors found by the system during the processing of the data file will be reported to the individual performing the data file upload. Depending on the severity of the error these must either be corrected in the data file and the file resubmitted or they can be corrected within the data collection system itself. It is recommended that data errors found are corrected at source (in the system that generates the data file) and the data file is re-uploaded.

The staff workforce return for 2017/2018 has been designed to allow independent and local authority providers to also submit their staff data as SIR formatted data using the same submission methods. This will be the first year that independent and local authority providers have been asked to make their returns in this way. If any independent or local authority providers find this a difficult process they can contact the Foundation’s helpdesk.

The diagram below outlines the process a learning provider would undertake to submit, verify and sign-off their staff data returns.

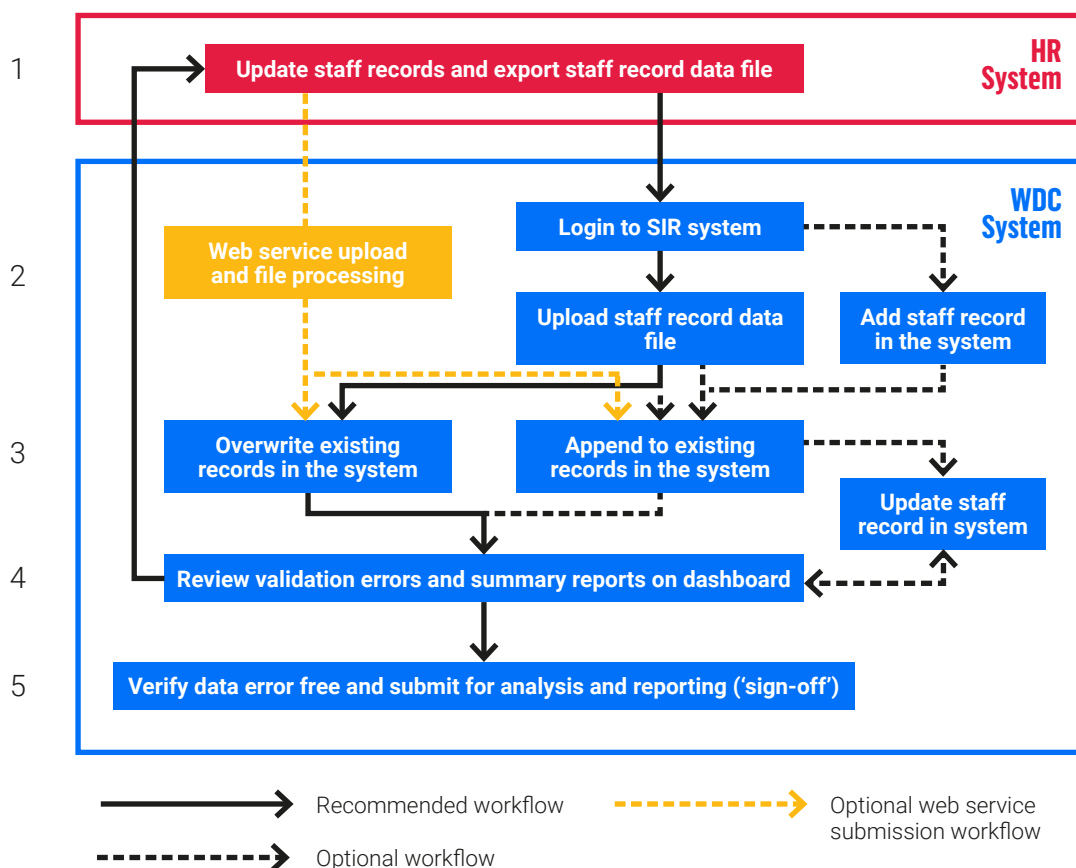


Figure 1. Staff workforce data returns submission process workflow. Note –a complete set of new data is submitted each year.

3.0 Data confidentiality

The Education and Training Foundation (the Foundation) maintains a database of individual records, which is aggregated prior to analysis and reporting. Records are stored in a secure database and can only be accessed by users with the relevant security permissions. To comply with the requirements of the Data Protection Act 1998, learning providers are asked to ensure that appropriate measures are in place to ensure that staff are aware of the transmission of their information to the Foundation.

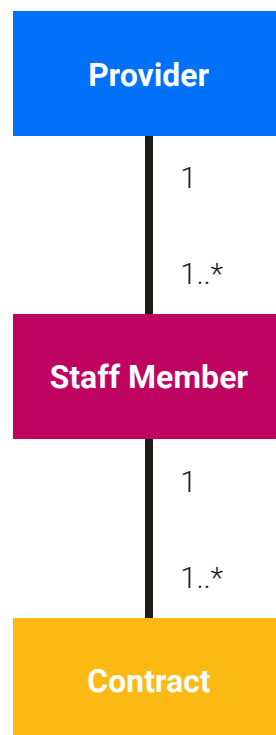
4.0 Changes from SIR25 – summary

New Fields	49 Date of end of contract.	
Updated Fields	Field	Changes
	05 Date of birth	Amended validation rule so that the age on 01/08/2017 can be 15 or above (previously it was 16 or above).
	15 Fraction of full-time	Changed to make it clearer that it is percentage of total standard full-time hours and not the proportion of the year worked. See field for full details.
	20 Date of leaving	New validation rule.
	37 Highest teaching and/or learning support qualification held	Item 100 - text changed to "Level 3 Certificate of Education".
	39 Hours of CPD per year	Use 999 where amount of CPD is unknown.
	40 Date of start of contract	Validation rule - cannot be after contract end date.
	41 Membership of professional body or trade organisation	Retired field moved from main part of spec to appendix at end.
	42 Non-teaching work experience of relevance to area of teaching	Retired field moved from main part of spec to appendix at end.
43 Number of years spent working in other sectors. Moved out of main data specification.	Retired field moved from main part of spec to appendix at end.	
Other Changes	Changes to Multiple Contracts section - contracts can now only be rolled up together where Date of start of contract and Date of end of contract are the same.	

5.0 Data model

The SIR26 data specification is based on the data model which defines the entities covered by the record and the relationship between these entities.

There are three entities as outlined in the entity relationship diagram below.



Relationship definitions:

Entity	Relationship
Provider to Staff Member	A Provider must have one or many Staff Members A Staff Member must belong to a Provider
Staff Member to Contract	A Staff Member must have one or many Contracts A Contract must belong to a Staff Member

6.0 Data items

Fields here are displayed by entity and sorted by Data Field No.

Provider:

01 UKPRN

Staff Member:

02 Staff reference

04 Gender

05 Date of birth

12 Ethnicity

13 Disability

19 Date of appointment

20 Date of leaving

26 Annual pay

35 Sexual orientation

36 Highest qualification held in the main area of teaching

37 Highest teaching and/or learning support qualification held

38 Highest specific qualification held for teaching Maths/English/SEND

39 Hours of CPD per year

47 Highest enrolled teaching and/or learning support qualification

48 Holds Qualified Teacher in Learning and Skills (QTLS) status

Contract:

03 Multiple contract number

14 Terms of employment

15 Fraction of full-time

16 Proportion providing teaching and promoting learning

17 Proportion supporting teaching and learning

18 Proportion providing other support

24 Main subject taught

25 Category of work

40 Date of start of contract

44 Engaged in offender learning

45 Proportion providing community learning

46 Engaged in SEND teaching

49 Date of end of contract

01 UKPRN

Type	Numeric		
Length	8		
Description	The provider number of the learning provider. It is used to allow the staff records to be identified and aggregated to the correct learning provider.		
Reason required	The UKPRN, combined with Staff reference and the multiple contract number will ensure that each staff individualised record has a unique identifier and associates the data to the correct provider and region for analysis. This number will enable ease of data sharing across government departments and FE stakeholders.		
New or updated for SIR26	No		
Position in fixed width file	1 – 8		
Justification	N/A – must be 8 digits at all times.		
CSV/XML Field identifiers	CSV Field Name: UKPRN CSV Field Code: ukprn XML Element Name: ukprn		
Valid entries	SIR26 Codes	Description	
	10000000 - 99999998	Any valid UKPRN	
	99999999	No UKPRN or not yet assigned	
Null values	File format	Null value description	Null value example
	.dat flat file	NOT PERMITTED	NOT PERMITTED
	.csv	NOT PERMITTED	NOT PERMITTED
	.xml	NOT PERMITTED	NOT PERMITTED
Notes	A learning provider's UKPRN (UK Provider Reference Number) can be obtained from the UKRLP (UK Register of Learning Providers) website: www.ukrlp.co.uk		
Validation rules	1	Field not completed (minimum requirement for a record to be uploaded)	Error
	2	Entry not valid	Error
	3	Not all the records have the same UKPRN	Error
	4	Two records have the same UKPRN, Staff reference and Multiple contract number.	Error

02 Staff reference

Type	Alphanumeric		
Length	12		
Description	Staff references are the responsibility of the learning providers. They may consist of up to 12 alphabetic characters or numeric digits or a combination of both. It is up to individual learning providers to decide upon the format of their staff references.		
Reason required	To uniquely identify a member of staff at an institution. Combined with UKPRN and multiple contract number, the staff reference ensures that each staff individualised record has a unique identifier.		
New or updated for SIR26	No		
Position in fixed width file	9 – 20		
Justification	File format	Justification	
	.dat flat file	Right justify with leading spaces	
	.csv	N/A	
	.xml	N/A	
CSV/XML Field identifiers	<p>CSV Field Name: Staff reference</p> <p>CSV Field Code: staff_reference</p> <p>XML Element Name: staff-reference</p>		
Valid entries	A code comprised of up to 12 alphanumeric characters that is unique to the member of staff.		
Null values	File format	Null value description	Null value example
	.dat flat file	NOT PERMITTED	NOT PERMITTED
	.csv	NOT PERMITTED	NOT PERMITTED
	.xml	NOT PERMITTED	NOT PERMITTED
Notes	<ol style="list-style-type: none"> Staff reference should be retained by individual members of staff throughout their employment with the learning provider. Where multiple contract records are supplied for an individual member of staff, the entry in this field must be the same across each contract record for that member of staff. 		

Validation rules	1	Field not completed (minimum requirement for a record to be uploaded)	Error
	2	Entry not valid	Error
	3	Two records have the same UKPRN, Staff reference and Multiple contract number.	Error
	4	<p>Two or more records with the same Staff reference and different Multiple contract numbers have different values in one or more of the following fields:</p> <ul style="list-style-type: none"> – 04 Gender – 05 Date of birth – 12 Ethnicity – 13 Disability – 19 Date of appointment – 20 Date of leaving – 26 Annual pay – 35 Sexual orientation – 36 Highest qualification held in the main area of teaching – 37 Highest teaching and/or learning support qualification held – 38 Highest specific qualification held for teaching Maths/English/SEND – 39 Hours of CPD per year – 47 Highest enrolled teaching and/or learning support qualification – 48 Holds Qualified Teacher in Learning and Skills (QTLS) status 	Error

03 Multiple contract number

Type	Numeric
Length	2
Description	<p>The SIR may contain more than one record for a particular member of staff, if more than one contract is held. Where multiple records are used, each additional record for a member of staff should be identified using a sequential number entered in this field, e.g. first record "01", next record "02" and so on. If a member of staff has only one contract at the institution the multiple contract number for the record should be "01" by default.</p> <p>Where a member of staff has more than one contract that was current at some point in the reported year, then one of the following 3 rules must be applied:</p> <ol style="list-style-type: none"> 1. Either, each contract should result in a separate record; 2. Or, the contracts should be consolidated into a single record – but only where the following Fields have an identical value (that must not be summed) in each of the contracts being consolidated: <ul style="list-style-type: none"> – 14 Terms of employment – 16 Proportion providing teaching and promoting learning – 17 Proportion supporting teaching and learning – 18 Proportion providing other support – 24 Main subject taught – 25 Category of work – 40 Date of start of contract – 44 Engaged in offender learning – 45 Proportion providing community learning – 46 Engaged in SEND teaching – 49 Date of end of contract <p>Consolidated contracts must have the same date of start of contract and the same date of end of contract.</p> 3. Or, a separate record should be created, by consolidation, for each set of contracts that have identical values in the above fields – resulting in fewer records than contracts. This option covers the situation where you do not wish generate one record per contract, but not all the contracts can be consolidated into a single record (because of the above rule). <p>Multiple contracts that belong to the same staff member and have identical values in all fields (including 40 Date of start of contract and 49 Date of end of contract) will be identified as duplicates by the SIR data collection system.</p>
Reason required	For the provider to differentiate between multiple contracts for a member of staff.

New or updated for SIR26	Yes – Notes amended																		
Position in fixed width file	21 - 22																		
Justification	N/A																		
CSV/XML Field identifiers	CSV Field Name: Multiple contract number CSV Field Code: multiple_contract_number XML Element Name: multiple-contract-number																		
Valid entries																			
Null values	File format	Null value description	Null value example																
	.dat flat file	NOT PERMITTED	NOT PERMITTED																
	.csv	NOT PERMITTED	NOT PERMITTED																
	.xml	NOT PERMITTED	NOT PERMITTED																
Examples	<p>A member of staff with three separate contracts may have three separate records. The UKPRN and staff reference would be identical on each record, and the multiple contract number would identify the separate records, for example:</p> <table border="1"> <thead> <tr> <th></th> <th>UKPRN</th> <th>Staff reference</th> <th>Multiple contract number</th> </tr> </thead> <tbody> <tr> <td>Record 1</td> <td>10000001</td> <td>00000132MECH</td> <td>01</td> </tr> <tr> <td>Record 2</td> <td>10000001</td> <td>00000132MECH</td> <td>02</td> </tr> <tr> <td>Record 3</td> <td>10000001</td> <td>00000132MECH</td> <td>03</td> </tr> </tbody> </table>				UKPRN	Staff reference	Multiple contract number	Record 1	10000001	00000132MECH	01	Record 2	10000001	00000132MECH	02	Record 3	10000001	00000132MECH	03
		UKPRN	Staff reference	Multiple contract number															
Record 1	10000001	00000132MECH	01																
Record 2	10000001	00000132MECH	02																
Record 3	10000001	00000132MECH	03																
<p>Alternatively multiple contracts could be consolidated into one or more records using the rules outlined above.</p>																			
Validation rules	1	Field not completed (minimum requirement for a record to be uploaded)	Error																
	2	Entry not valid	Error																

04 Gender

Type	Numeric		
Length	1		
Description	The gender of the member of staff.		
Reason required	For workforce profiling, demographics and diversity analysis of other aspects of the collection.		
New or updated for SIR26	No		
Position in fixed width file	23		
Justification	N/A		
CSV/XML Field identifiers	CSV Field Name: Gender CSV Field Code: gender XML Element Name: gender		
Valid entries	SIR26 Codes	Label	Description
	1	Male	Male
	2	Female	Female
	3	X	Non-binary or other gender identity not exclusively male or female
	7	Other	Unable to be classified as either male or female.
	8	Not known	When someone has refused to answer the question or when the question has not been asked.
Null values	File format	Null value description	Null value example
	.dat flat file	1 x SPACE character	''
	.csv	Blank	"
	.xml	Blank	"

Notes	<p>Where multiple records are supplied for an individual member of staff (a member of staff has multiple contracts), the entry in this field must be the same for each record relating to that member of staff.</p> <p>'Female' includes male to female trans women, and 'male' includes female to male trans men. 'X' and 'other' are intentional internationally recognised options to enable anyone who wishes to do so to choose a gender identity that is different to the traditional gender binary of male and female.</p>	
Validation rules	1	Code not valid Error

05 Date of birth

Type	Date		
Length	8		
Description	The date of birth of the member of staff.		
Reason required	To describe the age profile of the workforce within the sector.		
New or updated for SIR26	Yes - Notes amended		
Position in fixed width file	24 - 31		
Justification	Date format		
	File format	Justification	
	.dat flat file	Insert leading zeros for single days and months.	
	.csv	Insert leading zeros for single days and months.	
	.xml	Insert leading zeros for single days and months.	
For example, 1st January 1984 will be represented as 19840101			
CSV/XML Field identifiers	CSV Field Name: Date of birth CSV Field Code: date_of_birth XML Element Name: date-of-birth		
Valid entries	YYYYMMDD	Date pattern	
	YYYY (year)	Year	
	MM (month)	Between 01 and 12	
	DD (day)	Between 01 and 31	
Null values	File format	Null value description	Null value example
	.dat flat file	8 x '0' digits; or 8 x SPACE character	'00000000' or ' '
	.csv	BLANK	"
	.xml	BLANK	"

Notes	<p>Where multiple records are supplied for an individual member of staff (a member of staff has multiple contracts), the entry in this field must be the same for each record relating to that member of staff.</p> <p>To reflect the increasing numbers of apprentices employed by providers, we have amended the validation rule of this field to reflect that a member of staff cannot be younger than 15 at the beginning of the academic year. Previously, this was 16.</p>		
Validation rules	1	Entry not valid	Error
	2	The age on 01/08/2017 is less than 15 or greater than 100	Error
	3	The age of the member of staff on the Date of appointment is lower than 16 or greater than 100	Error

12 Ethnicity

Type	Numeric	
Length	2	
Description	The ethnic origin of the member of staff, as defined by the member of staff.	
Reason required	For workforce profiling and diversity analysis of other aspects of the collection. Used to describe the ethnicity profile of the workforce within the sector.	
New or updated for SIR26	No	
Position in fixed width file	43 – 44	
Justification	N/A	
CSV/XML Field identifiers	CSV Field Name: Ethnicity CSV Field Code: ethnicity XML Element Name: ethnicity	
Valid entries	SIR26 Codes	Label
	31	White – English/Welsh/Scottish/Northern Irish/British
	32	White – Irish
	33	White – Gypsy or Irish Traveller
	34	White – Any other
	35	Mixed/Multiple ethnic groups - White and Black Caribbean
	36	Mixed/Multiple ethnic groups - White and Black African
	37	Mixed/Multiple ethnic groups - White and Asian
	38	Mixed/Multiple ethnic groups - Any other
	39	Asian/Asian British – Indian
	40	Asian/Asian British – Pakistani
	41	Asian/Asian British – Bangladeshi
	42	Asian/Asian British – Chinese
43	Asian/Asian British – Any other	

Valid entries	SIR26 Codes	Label	
	44	Black/African/Caribbean/Black British - African	
	45	Black/African/Caribbean/Black British - Caribbean	
	46	Black/African/Caribbean/Black British - Any other	
	47	Other ethnic group - Arab	
	98	Other ethnic group - Any other	
	99	Not provided	
Null values	File format	Null value description	Null value example
	.dat flat file	2 x SPACE characters	' '
	.csv	BLANK	"
	.xml	BLANK	"
Notes	<p>1. All these Codes (and many of the Labels) were changed in SIR24 to bring them into line with the Office for National Statistics (ONS) categories. Since the values should represent an individual's view of their ethnicity, if you did not already do so, best practice would be to re-question staff (following guidance shown below), although you may choose to re-map your existing codes.</p> <p>It is recommended that the Ethnicity question is asked in a way that allows the respondent to see all possible response options (to a single question) before making a decision, whether this data is collected via a paper-based form or via a browser application.</p>		
	<p>2. Where multiple records are supplied for an individual member of staff (a member of staff has multiple contracts), the entry in this field must be the same for each record relating to that member of staff.</p>		
Validation rules	1	Code not valid	Error

13 Disability

Type	Numeric		
Length	1		
Description	Whether the member of staff has a disability, as defined by the member of staff.		
Reason required	For workforce profiling, demographics and diversity analysis of other aspects of the collection. It is used to monitor the distribution of disability amongst sector staff.		
New or updated for SIR26	No		
Position in fixed width file	45		
Justification	N/A		
CSV/XML Field identifiers	CSV Field Name: Disability CSV Field Code: disability XML Element Name: disability		
Valid entries	SIR26 Codes	Label	Description
	1	Yes - rather not say	Member of staff has a disability, but has not defined this disability.
	2	Yes - physical impairment	Member of staff has a disability classed as a physical impairment.
	3	No	Member of staff has no disability.
	4	Yes - learning difficulty	Member of staff has a disability classed as a learning difficulty.
	5	Yes - mental ill health	Member of staff has a disability classed as mental ill health.
	6	Prefer not to say	Member of staff has not disclosed if s/he has a disability or not.
9	Unknown	It is unknown to the institution if a member of staff has a disability or not.	

Null values	File format	Null value description	Null value example
	.dat flat file	1 x SPACE character	' '
	.csv	BLANK	"
	.xml	BLANK	"
Notes	<ol style="list-style-type: none"> From SIR24 all the Codes (and many of the Labels) were changed to bring them into line with the Office for National Statistics (ONS) categories. Where multiple records are supplied for an individual member of staff (a member of staff has multiple contracts), the entry in this field must be the same for each record relating to that member of staff. 		
Validation rules	1	Code not valid	Error

14 Terms of employment

Type	Numeric		
Length	1		
Description	Differentiates between staff on a variety of different contract types.		
Reason required	For general analysis of the workforce profile.		
New or updated for SIR26	No		
Position in fixed width file	46		
Justification	N/A		
CSV/XML Field identifiers	CSV Field Name: Terms of employment CSV Field Code: terms_of_employment XML Element Name: terms-of-employment		
Valid entries	SIR26 Codes	Label	Description
	1	Permanent staff	Contract for said member of staff is deemed to be a permanent contract.
	2	Fixed term staff	Contract for said member of staff is deemed to be a fixed term or temporary contract.
	3	Casual staff	Contract for said member of staff is deemed to be a casual contract (includes supply teachers unless employed through an agency or self-employed).
	4	Employed through an agency	Member of staff is employed to work in the institution via an external agency.
	5	Self-employed	Member of staff is self-employed
	6	Voluntary staff	Member of staff is unpaid and voluntary and may not have a contract.
	7	Zero hours contract	Contract for said member of staff is deemed to be a zero hours contract on the basis that there is no set minimum hours of work.
	9	Unknown	Institution is unaware of the contract type of the member of staff

Null values	File format	Null value description	Null value example
	.dat flat file	1 x SPACE character	' '
	.csv	BLANK	"
	.xml	BLANK	"
Notes	<ol style="list-style-type: none"> 1. All staff with temporary contracts and guaranteed hours should be classified as fixed-term staff. 2. Supply teachers should be classified as casual staff, unless they are employed via an agency or self-employed. 3. Teaching staff supplied through agencies, should be coded as '4', even if an individual's personal employment status is self-employed. 4. Where learning providers use agency staff, these staff should not be returned by the learning provider themselves. This data will be returned and validated by the agency and appended to each providers own submission. This is to reduce burden placed on individual learning providers and to allow the agency to validate their own data, improving the accuracy of supply staff data. Where providers use agency staff please instruct the agency to contact the SIR Service Desk for data submission instructions. 5. For staff who are voluntary, unpaid and may not have a contract use code 6 – Voluntary staff. 6. The term 'zero hours' is not defined in legislation, but is generally understood to be an employment contract between an employer and a worker where the employer is not obliged to provide the worker with any minimum working hours, and the worker is not obliged to accept any of the hours offered. 		
Validation rules	1	Code not valid	Error

15 Fraction of full-time

Type	Numeric		
Length	3		
Description	The proportion of full-time hours that the member of staff is contracted to work. This is expressed as a percentage of the total standard full-time hours , for the particular type of employment as defined by the learning provider.		
Reason required	For general analysis of the workforce profile.		
New or updated for SIR26	Yes		
Position in fixed width file	47 - 49		
Justification	File format	Justification	
	.dat flat file	Right justify with zero fill to the left.	
	.csv	N/A	
	.xml	N/A	
CSV/XML Field identifiers	CSV Field Name: Fraction of full-time CSV Field Code: fraction_of_full_time XML Element Name: fraction-of-full-time		
Valid entries	Numeric value representing a percentage between 000 and 120.		
Null values	File format	Null value description	Null value example
	.dat flat file	3 x SPACE character	' '
	.csv	BLANK	"
	.xml	BLANK	"

Notes	<ol style="list-style-type: none"> 1. The fraction of full time for any contract should be calculated by taking the number of hours that the member of staff was contracted to work, and dividing this by the standard full-time hours for the particular type of employment (as defined by the learning provider). 2. Staff who are contracted to work the total standard full-time hours for a particular type of employment are full-time and should be recorded as 100%. Staff contracted to work less than the institution's own definition of full-time for the position should be recorded as less than 100%. Staff contracted to work more than the institution's own definition of full-time for the position should be recorded as greater than 100% (up to a maximum of 120% for the year). 3. It is not necessary to include overtime in the calculation of the fraction of full-time unless it is a contractual arrangement and additionally paid. 4. If multiple contracts are consolidated into 1 record, then the "Fraction of full time" value in the single record should be the result of summing the Fraction of full-time of the contracts included in that record. 5. Where a member of staff is recorded as voluntary or zero hours the value entered into this field must be calculated from the actual hours worked divided by the standard full-time hours for the particular type of employment (as defined by the learning provider). 6. For example, if a member of staff works for 2 days per week, please record them as 40% in this field, regardless of the length of the period of employment. Please also complete the start date field (19 for appointment and 40 for contract) and, where appropriate the end date field (20 for date of leaving and 49 for end date of contract). 			
	Validation rules	1	Entry not valid	Error
		2	Fraction of full-time greater than 120	Error

16 Proportion providing teaching and promoting learning

Type	Numeric		
Length	3		
Description	The proportion of time spent lecturing and teaching and preparing to lecture and teach, for example: preparing teaching material, and marking and assessing learners' work.		
Reason required	Used to show the professional activities of the staff in the sector. Also to show the broader capabilities in the workforce.		
New or updated for SIR26	No		
Position in fixed width file	50 – 52		
Justification	File format	Justification	
	.dat flat file	Right justify with zero fill to the left.	
	.csv	N/A	
	.xml	N/A	
CSV/XML Field identifiers	CSV Field Name: Proportion providing teaching and promoting learning CSV Field Code: proportion_providing_teaching_and_promoting_learning XML Element Name: proportion-providing-teaching-and-promoting-learning		
Valid entries	Numeric value representing a percentage between 000 and 100		
Null values	File format	Null value description	Null value example
	.dat flat file	3 x SPACE character	' '
	.csv	BLANK	"
	.xml	BLANK	"

Notes	<ol style="list-style-type: none"> 1. Fields 16, 17, and 18 combined must total 100%. 2. If exact proportions are known for Fields 16, 17, and 18 return these exact figures. Decimal places should be rounded to the nearest whole integer (bearing in mind that the total should not exceed 100%) 3. If exact proportions are not known for Fields 16, 17, and 18 estimate proportions to the nearest 10% (bearing in mind that the total should not exceed 100%) 		
Validation rules	1	Entry not valid	Error
	2	When value is=000 but the field Category of work is '99 - Lecturer/ Tutor ', '98 - Assessor/verifier', '97 - Trainer', or '100 – Apprentice (Teaching staff)'.	Error
	3	<p>The sum of fields</p> <p>16 Proportion providing teaching and promoting learning</p> <p>17 Proportion supporting teaching and learning</p> <p>18 Proportion providing other support does not equal 100%.</p>	Error

17 Proportion supporting teaching and learning

Type	Numeric		
Length	3		
Description	The proportion of time spent directly supporting teaching and learning in an environment where students are situated, for example: undertaking care assistance, providing technical assistance in a workshop or laboratory, and supervising learners.		
Reason required	Used to show the professional activities of the staff in the sector. Also to show the broader capabilities in the workforce.		
New or updated for SIR26	No		
Position in fixed width file	53 – 55		
Justification	File format	Justification	
	.dat flat file	Right justify with zero fill to the left.	
	.csv	N/A	
	.xml	N/A	
CSV/XML Field identifiers	<p>CSV Field Name: Proportion supporting teaching and learning</p> <p>CSV Field Code: proportion_supporting_teaching_and_learning</p> <p>XML Element Name: proportion-supporting-teaching-and-learning</p>		
Valid entries	Numeric value representing a percentage between 000 and 100.		
Null values	File format	Null value description	Null value example
	.dat flat file	3 x SPACE character	' '
	.csv	BLANK	"
	.xml	BLANK	"
Notes	<ol style="list-style-type: none"> Fields 16, 17, and 18 combined must total 100%. If exact proportions are known for Fields 16, 17, and 18 return these exact figures. Decimal places should be rounded to the nearest whole integer (bearing in mind that the total should not exceed 100%). If exact proportions are not known for Fields 16, 17, and 18 estimate proportions to the nearest 10% (bearing in mind that the total should not exceed 100%). 		

Validation rules	1	Entry not valid	Error
	2	The sum of fields 16 Proportion providing teaching and promoting learning 17 Proportion supporting teaching and learning 18 Proportion providing other support does not equal 100%.	Error

18 Proportion providing other support

Type	Numeric		
Length	3		
Description	The proportion of time spent on any other work, which has not been included in fields 16 and 17. This work is support that is not related to individual learners nor directly related to learning, for example; undertaking building maintenance, administration, cleaning or catering.		
Reason required	Used to show the professional activities of the staff in the sector. Also to show the broader capabilities in the workforce.		
New or updated for SIR26	No		
Position in fixed width file	56 – 58		
Justification	File format	Justification	
	.dat flat file	Right justify with zero fill to the left.	
	.csv	N/A	
	.xml	N/A	
CSV/XML Field identifiers	CSV Field Name: Proportion providing other support CSV Field Code: proportion_providing_other_support XML Element Name: proportion-providing-other-support		
Valid entries	Numeric value representing a percentage between 000 and 100.		
Null values	File format	Null value description	Null value example
	.dat flat file	3 x SPACE character	' '
	.csv	BLANK	"
	.xml	BLANK	"
Notes	<ol style="list-style-type: none"> Fields 16, 17, and 18 combined must total 100%. If exact proportions are known for Fields 16, 17, and 18 return these exact figures. Decimal places should be rounded to the nearest whole integer (bearing in mind that the total should not exceed 100%). If exact proportions are not known for Fields 16, 17, and 18 estimate proportions to the nearest 10% (bearing in mind that the total should not exceed 100%). 		

Validation rules	1	Entry not valid	Error
	2	The sum of fields 16 Proportion providing teaching and promoting learning 17 Proportion supporting teaching and learning 18 Proportion providing other support does not equal 100%.	Error

19 Date of appointment

Type	Date									
Length	8									
Description	The date that the member of staff began their current period of continuous employment at the college (where this may be earlier than the date that employment commenced if the member of staff was transferred under TUPE or equivalent). However, should the member of staff have left employment at your institution for a period of greater than one year, their re-joining date should be their "Date of appointment".									
Reason required	Used to show length of service and staff turnover. May also be used for related diversity profiling of the workforce.									
New or updated for SIR26	No									
Position in fixed width file	59 – 66									
Justification	Date format									
	<table border="1"> <thead> <tr> <th>File format</th> <th>Justification</th> </tr> </thead> <tbody> <tr> <td>.dat flat file</td> <td>insert leading zeros for single days and months.</td> </tr> <tr> <td>.csv</td> <td>Insert leading zeros for single days and months.</td> </tr> <tr> <td>.xml</td> <td>Insert leading zeros for single days and months.</td> </tr> </tbody> </table>		File format	Justification	.dat flat file	insert leading zeros for single days and months.	.csv	Insert leading zeros for single days and months.	.xml	Insert leading zeros for single days and months.
File format	Justification									
.dat flat file	insert leading zeros for single days and months.									
.csv	Insert leading zeros for single days and months.									
.xml	Insert leading zeros for single days and months.									
	For example, 29 th January 1997 will be represented as 19970129									
CSV/XML Field identifiers	<p>CSV Field Name: Date of appointment</p> <p>CSV Field Code: date_of_appointment</p> <p>XML Element Name: date-of-appointment</p>									
Valid entries	YYYYMMDD	Date pattern								
	YYYY (year)	Year								
	MM (month)	Between 01 and 12								
	DD (day)	Between 01 and 31								

Null values	File format	Null value description	Null value example
	.dat flat file	8 x '0' digits; or 8 x SPACE character	'00000000' or ' '
	.csv	BLANK	"
	.xml	BLANK	"
Notes	<ol style="list-style-type: none"> Records for staff who were appointed after 31 July 2018 should not be returned. Where multiple records are supplied for an individual member of staff, the entry in this field must be the same for each record relating to that member of staff. 		
Validation rules	1	Entry not valid	Error
	2	The Date of appointment is beyond the Upper bound of collection period (i.e. for SIR26 Date of appointment is greater than 20180731).	Error
	3	The Date of appointment is before 1945	Error

20 Date of leaving

Type	Date		
Length	8		
Description	Date staff left learning provider/contract terminated.		
Reason required	Used to show length of service and staff turnover. May also be used for related diversity profiling of the workforce.		
New or updated for SIR26	Yes		
Position in fixed width file	67 - 74		
Justification	Date format		
	File format	Justification	
	.dat flat file	Insert leading zeros for single days and months.	
	.csv	Insert leading zeros for single days and months.	
	.xml	Insert leading zeros for single days and months.	
	For example, 29 th January 2018 will be represented as 20180129		
CSV/XML Field identifiers	CSV Field Name: Date of leaving CSV Field Code: date_of_leaving XML Element Name: date-of-leaving		
Valid entries	YYYYMMDD	Date pattern	
	YYYY (year)	Year	
	MM (month)	Between 01 and 12	
	DD (day)	Between 01 and 31	
Null values	File format	Null value description	Null value example
	.dat flat file	8 x '0' digits; or 8 x SPACE character	'00000000' or ' ' ' '
	.csv	BLANK	"
	.xml	BLANK	"

Notes	The following definitions of 'ceased employment' should be used for staff:							
	<table border="1"> <thead> <tr> <th>Staff Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Permanent staff</td> <td>Date at which their contract terminates.</td> </tr> <tr> <td>Fixed-term and casual staff</td> <td>Date at which their contract terminates, if the learning provider does not expect to renew their contract for the period immediately following, for example, at the beginning of the next term.</td> </tr> </tbody> </table>			Staff Type	Description	Permanent staff	Date at which their contract terminates.	Fixed-term and casual staff
Staff Type	Description							
Permanent staff	Date at which their contract terminates.							
Fixed-term and casual staff	Date at which their contract terminates, if the learning provider does not expect to renew their contract for the period immediately following, for example, at the beginning of the next term.							
	Records for staff terminating their employment prior to 1 st August 2017 should not be returned.							
Validation rules	1	Entry not valid	Error					
	2	The Date of leaving is before the Lower bound of collection period (for SIR26, 20170801) or beyond the Upper bound of collection period (for SIR26, 20180731)	Error					
	3	The Date of leaving is before the Date of appointment.	Error					
	4	The Date of leaving is before the Date of End of Contract	Error					

24 Main subject taught

Type	Numeric	
Length	2	
Description	Details of the main subject taught by the member of staff.	
Reason required	Comparing qualifications and area of practice will allow the Foundation to demonstrate the diversity and flexibility of the workforce.	
New or updated for SIR26	No	
Position in fixed width file	80 - 81	
Justification	File format	Justification
	.dat flat file	Right justify with zero fill to the left.
	.csv	N/A
	.xml	N/A
CSV/XML Field identifiers	CSV Field Name: Main subject taught CSV Field Code: main_subject_taught XML Element Name: main-subject-taught	
Valid entries	SIR26 Codes	Label
	02	Agriculture, horticulture and animal care
	11	Arts, media and publishing
	05	Business, administration and law
	23	Community development
	03	Construction, planning and the built environment
	21	Education and Training (including initial teacher education)
	04	Engineering and manufacturing technologies
	17	English (including literacy)
	22	Family learning
	10	Health, public services and care

Valid entries	SIR26 Codes	Label	
	12	Humanities	
	06	Information and communication technology (ICT)	
	18	Languages, literature and culture	
	08	Leisure, travel and tourism	
	16	Mathematics	
	99	Not a member of staff providing teaching and promoting learning	
	19	Preparation for life and work	
	07	Retail and commercial enterprise	
	15	Science	
	20	Social Sciences	
	98	Unknown	
Null values	File format	Null value description	Null value example
	.dat flat file	2 x SPACE character	' '
	.csv	BLANK	"
	.xml	BLANK	"
Notes	<p>1. Code '99' should be used where a member of staff does not undertake any teaching, that is where field 16, 'Proportion providing teaching and promoting learning', is set to zero.</p> <p>2. The main subject taught is the subject which a member of staff spends most time teaching. Where the main subject taught is wider than one programme area, learning providers are asked to use their judgement in assigning a programme area to it.</p> <p>3. Where a member of staff has a main subject taught that is not obvious, use the one which seems most appropriate, with reference to the Ofsted Tier 2 categories that sit below these first tier subject areas.</p> <p>4. These are mapped to Ofsted First Tier subject areas. As such, areas of difference from the previous SIR codes include a merger of Hairdressing and Beauty Therapy into the 'Retail and commercial enterprise' category. Foundation programmes are now 'Preparation for life and work' and a number of categories have been added at the end. We have also separated maths and English to enable better analysis for providers and the Foundation.</p>		

Validation rules	1	Code not valid	Error
	2	When the value of Main subject taught is '99 Not a member of staff providing teaching and promoting learning' but the value of Category of work is '99 - Lecturer/Tutor', '98 - Assessor/verifier' or '97 - Trainer' or '100 - Apprentice (Teaching staff)'. 	Error

25 Category of work

Type	Numeric			
Length	3			
Description	Details of the category of work.			
Reason required	Used to allow profiling of the workforce in segmented groups by type of work.			
New or updated for SIR26	Updated – additional job roles added to include Business/Sales Managers and other Business/Sales staff. Code 001 wording amended to Departmental/ Curriculum Manager.			
Position in fixed width file	82 - 84			
Justification	File format	Justification		
	.dat flat file	Right justify with zero fill to the left.		
	.csv	N/A		
	.xml	N/A		
CSV/XML Field identifiers	CSV Field Name: Category of work CSV Field Code: category_of_work XML Element Name: category-of-work			
Valid entries	SIR26 Codes	Label	Mid-Level code	Top-level code
	001	Departmental/ Curriculum Manager	Middle Managers	Managers, Directors and Senior Officials
	002	Pastoral Manager	Middle Managers	Managers, Directors and Senior Officials
	003	Finance and/ or Procurement Director including Bursar	Senior Managers	Managers, Directors and Senior Officials
	004	Librarian	Non-teaching professional	Professional Occupations
	005	Marketing Manager	Non-teaching professional	Professional Occupations
	006	IT Manager	Non-teaching professional	Professional Occupations

Valid entries	SIR26 Codes	Label	Mid-Level code	Top-level code
	007	Estate/site Manager	Support technical staff	Associate Professional and Technical Occupations
	008	Other Manager	Middle Managers	Managers, Directors and Senior Officials
	009	Chief Executive (including Principal, Managing Director, Head of Local Authority Education service)	Senior Managers	Managers, Directors and Senior Officials
	010	Second Tier Manager (i.e. line managed by the Chief Executive e.g. Vice Principal, Director of Academic Programmes)	Senior Managers	Managers, Directors and Senior Officials
	012	Other senior management	Senior Managers	Managers, Directors and Senior Officials
	021	Careers Adviser	Learner facing technical staff	Associate Professional and Technical Occupations
	022	Student/Learning Services Officer	Learner facing technical staff	Associate Professional and Technical Occupations
	023	Admissions Officer	Admin staff	Administrative and Secretarial Occupations
	024	Examinations coordinator	Admin staff	Administrative and Secretarial Occupations
	026	Finance officer/ Accountant	Support technical staff	Associate Professional and Technical Occupations

Valid entries	SIR26 Codes	Label	Mid-Level code	Top-level code
	027	HR officer/ assistant	Admin staff	Administrative and Secretarial Occupations
	029	Assistant librarian	Support technical staff	Associate Professional and Technical Occupations
	030	Office manager	Support technical staff	Associate Professional and Technical Occupations
	032	Other administrative staff	Admin staff	Administrative and Secretarial Occupations
	041	Computer/ database officer	Support technical staff	Associate Professional and Technical Occupations
	042	Computer technician	Support technical staff	Associate Professional and Technical Occupations
	043	Reprographics manager	Support technical staff	Associate Professional and Technical Occupations
	044	Senior laboratory/ workshop technician	Learner facing technical staff	Associate Professional and Technical Occupations
	045	Laboratory/ workshop technician	Learner facing technical staff	Associate Professional and Technical Occupations
	046	Arts technician	Learner facing technical staff	Associate Professional and Technical Occupations
	047	Audio/video technician	Support technical staff	Associate Professional and Technical Occupations

Valid entries	SIR26 Codes	Label	Mid-Level code	Top-level code
	048	Other technical staff	Support technical staff	Associate Professional and Technical Occupations
	049	Learning support technician	Learner facing technical staff	Associate Professional and Technical Occupations
	079	Medical staff (non-clinical)	Support staff - caring	Caring, Leisure and Other Service Occupations
	080	Professions allied to medicine (e.g. Speech and language therapist, Physiotherapist)	Learner facing technical staff	Associate Professional and Technical Occupations
	084	Maintenance staff e.g. electrician, plumber	Support staff - trades	Skilled Trades
	085	Learning support staff {see note below}	Learner facing technical staff	Associate Professional and Technical Occupations
	086	Nurse (and other clinical staff)	Learner facing technical staff	Associate Professional and Technical Occupations
	087	Childcare worker (including nursery nurses, crèche assistants, etc.)	Support staff - caring	Caring, Leisure and Other Service Occupations
	092	Other service staff	Support staff	Caring, Leisure and Other Service Occupations
	093	Residential care staff	Support staff - caring	Caring, Leisure and Other Service Occupations
	094	Counselling staff	Non-teaching professional	Professional Occupations
	096	Unknown	Unknown	Unknown

Valid entries	SIR26 Codes	Label	Mid-Level code	Top-level code
	097	Trainer/Instructor	Teaching staff	Associate Professional and Technical Occupations
	098	Assessor/verifier	Assessors	Associate Professional and Technical Occupations
	099	Lecturer/Tutor	Teaching staff	Professional Occupations
	100	Apprentice (Teaching staff)	Teaching staff	Professional Occupations
	101	Apprentice (Administration)	Admin staff	Administrative and Secretarial Occupations
	102	MIS/Data Manager	Non-teaching professional	Professional Occupations
	103	HR Manager	Non-teaching professional	Professional Occupations
	104	HR Director	Senior Managers	Managers, Directors and Senior Officials (formerly Senior Manager)
	105	Personal Tutor	Learner facing technical staff	Associate Professional and Technical Occupations
	106	Apprentice (Trades)	Support staff - trades	Skilled Trades
	107	Learning Services Manager	Non-teaching professional	Professional Occupations
	108	Job Coach	Learner facing technical staff	Associate Professional and Technical Occupations
	109	Quality Manager	Non-teaching professional	Professional Occupations
	110	Equality and Diversity Manager	Non-teaching professional	Professional Occupations

Valid entries	SIR26 Codes	Label	Mid-Level code	Top-level code
	111	Business/Sales Manager	Middle Manager	Managers, Directors and Senior Officials
	112	Other business/sales staff	Admin staff	Administrative and Secretarial Occupations
Null values	File format	Null value description	Null value example	
	.dat flat file	3 x SPACE character	' '	
	.csv	BLANK	"	
	.xml	BLANK	"	

Notes

- Code 085 – ‘Learning support staff’ - This category includes learning support practitioners in a generic or a specialist role, who are working under the direction of the person leading the learning and who have direct and regular contact with a learner or group of learners. They provide personalised support that will allow learners to access the curriculum, maximise their independence, achieve and progress. Descriptions for this role may include learning support assistant, teaching assistant, learning support worker, learning support practitioner, learning facilitator or educational support worker. It may also include residential support staff in some settings. It does not include the wider support workforce, for example, those providing learner support in the form of funding for childcare, benefits information, counselling, careers advice and other guidance.
- Code 108 – ‘Job Coach’ – this is a specific role supporting learners with special educational needs and/or disabilities
- Some labels have been changed to bring them closer to the work categories defined by the Office for National Statistics.
- The major group titles have been changed to reflect the SOC 2010 classifications as below:

Major groups in SOC 2010 classification	
Major Group code	Major Group Title
1	Managers, Directors and Senior Officials
2	Professional Occupations
3	Associate Professional and Technical Occupations
4	Administrative and Secretarial Occupations
5	Skilled Trades Occupations
6	Caring, Leisure and Other Service Occupations
7	Sales and Customer Service Occupations
8	Process, Plant and Machine Operatives
9	Elementary Occupations

Source: SOC 2010 manual, available at: <http://www.ons.gov.uk/ons/guide-method/classifications/current-standard-classifications/soc2010/soc2010-volume-1-structure-and-descriptions-of-unit-groups/index.html#1>

- Mid-level and top-level codes are used in the dashboards in the SIR Data Insights system and are shown here for information only.

Validation rules

1	Code not valid	Error
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26 Annual pay

Type	Numeric		
Length	6		
Description	Annual pay for the tax year 2016/17.		
Reason required	This allows the Foundation to provide information on useful aspects such as pay ranges for particular types of work, diversity aspects, and subject areas.		
New or updated for SIR26	No		
Position in fixed width file	85 - 90		
Justification	File format	Justification	
	.dat flat file	Right justify with zero fill to the left.	
	.csv	N/A	
	.xml	N/A	
CSV/XML Field identifiers	CSV Field Name: Annual pay CSV Field Code: annual_pay XML Element Name: annual-pay		
Valid entries	Numeric value representing annual pay. For example, a staff member with an annual pay value of £35,000 would have a record that gave the number 035000.		
Null values	File format	Null value description	Null value example
	.dat flat file	6 x SPACE character	' '
	.csv	BLANK	"
	.xml	BLANK	"

Notes	<ol style="list-style-type: none"> 1. Annual pay is the gross pay for work paid during the 2017/18 tax year (6 April 2017 to 5 April 2018). In most cases this is not the same as salary, as that is the rate of pay at a particular moment in time. 2. Where staff have received no pay for the 2017/18 tax year, an entry of '000000' should be recorded in this field. This may be the case for staff that started in March 2018 or later. 3. Where multiple records are supplied for an individual member of staff, the entry in this field must be the same for each record relating to that member of staff. 4. Where a person is self-employed, the value of the contract should be recorded. 5. The following should not be included in annual pay for individual members of staff: employer's national insurance contributions and cost of payment in kind, such as accommodation, or vehicles made available as part of a salary package or other arrangement. 	
Validation rules	1	Entry not valid Error

35 Sexual orientation

Type	Numeric		
Length	1		
Description	The sexual orientation of the member of staff, as defined by the member of staff.		
Reason required	The 2010 Equality Act requires providers to monitor staff and learners in the area of sexual orientation. This field will be used for workforce profiling and diversity analysis of other aspects of the collection. It will indicate the sexual orientation profile of the workforce within the sector.		
New or updated for SIR26	No		
Position in fixed width file	123		
Justification	N/A		
CSV/XML Field identifiers	CSV Field Name: Sexual Orientation CSV Field Code: sexual_orientation XML Element Name: sexual-orientation		
Valid entries	SIR26 Codes	Label	Description
	1	Heterosexual	Member of staff defines themselves to be Heterosexual
	2	Gay	Member of staff defines themselves to be Gay
	3	Lesbian	Member of staff defines themselves to be Lesbian
	4	Bisexual	Member of staff defines themselves to be Bisexual
	8	Prefer not to say	Member of staff has decided not to disclose their sexual orientation
	9	Unknown	The sexual orientation of the member staff is unknown to the institution

Null values	File format	Null value description	Null value example
	.dat flat file	1 x SPACE character	' '
	.csv	BLANK	"
	.xml	BLANK	"
Notes	Where multiple records are supplied for an individual member of staff, the entry in this field must be the same for each record relating to that member of staff.		
Validation rules	1	Code not valid	Error

36 Highest qualification held in the main area of teaching

Type	Numeric		
Length	2		
Description	The highest level of qualification of relevance to the main subject taught held by the member of staff.		
Reason required	To inform the foundation, other stakeholders and wider further education sector the qualification levels of the teaching and teaching support workforce. It will aid in the identification of coverage levels by relevantly qualified teaching or teaching support staff for their main subject areas.		
New or updated for SIR26	Yes - Notes amended		
Position in fixed width file	124 - 125		
Justification	N/A		
CSV/XML Field identifiers	<p>CSV Field Name: Highest qualification held in the main area of teaching</p> <p>CSV Field Code: highest_qualification</p> <p>XML Element Name: highest-qualification</p>		
Valid entries	SIR26 Codes	Label	Description
	08	QCF Level 8	Doctorate, Higher Doctorate, Level 8 Advanced Professional Diploma, Level 8 Advanced Professional Certificate, Level 8 Advanced Professional Award
	07	QCF Level 7	Level 7 Advanced Professional Diploma, Level 7 Advanced Professional Certificate, Level 7 Advanced Professional Award, Master's degree, Postgraduate Diploma, Postgraduate Certificate
	06	QCF Level 6	Bachelor's degree, Level 6 Professional Diploma, Level 6 Professional Certificate, Level 6 Professional Award, Graduate Certificate, Graduate Diploma,

Valid entries	SIR26 Codes	Label	Description
	05	QCF Level 5	Higher National Diploma (HND), Level 5 Professional Diploma, Level 5 Professional Certificate, Level 5 Professional Award, Foundation Degree, Diploma of Higher Education,
	04	QCF Level 4	Higher National Certificate (HNC), Level 4 Professional Diploma, Level 4 Professional Certificate, Level 4 Professional Award, Certificate of Higher Education
	03	QCF Level 3	A Level, AS Level, Advance Diploma, National Diploma, National Certificate, National Award, Level 3 Diploma, Level 3 Certificate, Level 3 Award, Level 3 NVQ, Access to Higher Education Diploma
	02	QCF Level 2	GCSE at grades A*-C, Level 2 Diploma, Level 2 Certificate, Level 2 NVQ
	01	QCF Level 1	GCSE at grades D-G, Level 1 Diploma, Level 1 NVQ, Introductory Diploma, Introductory Certificate
	00	QCF Entry Level 3	Entry level Diploma
	98	No formal qualifications	No formal qualifications
	99	Unknown	Not known
Null values	File format	Null value description	Null value example
	.dat flat file	2 x SPACE character	' '
	.csv	BLANK	"
	.xml	BLANK	"
Notes	<ol style="list-style-type: none"> 1. Only subject-related or vocational area-related qualifications are to be considered for the completion of this field. For example, if an Engineering teacher has an HNC in Engineering, and a Diploma in Education and Training, this data field should show a Level 4 qualification coded here as '04'. The next data field, field 37, should show code '501' for a Diploma in Education and Training. Teaching qualifications are excluded from this field – they should be recorded in field 37. 2. Where a member of staff has multiple records the entry in this field must contain the same value for each record relating to that member of staff. 3. The field should be left blank if the member of staff is in a non-teaching role. 		
Validation rules	1	Code not valid	Error

37 Highest teaching and/or learning support qualification held

Type	Numeric	
Length	3	
Description	The highest teaching and/or learning support qualification held by the member of staff.	
Reason required	Used to inform the foundation, other stakeholders and the wider further education sector of the qualification levels of the teaching and learning support staff for workforce capability of student inclusion and to show the wider capabilities of the workforce.	
New or updated for SIR26	Yes - Notes amended	
Position in fixed width file	126 - 128	
Justification	File format	Justification
	.dat flat file	Right justify with zero fill to the left.
	.csv	N/A
	.xml	N/A
CSV/XML Field identifiers	CSV Field Name: Highest teaching and/or learning support qualification held CSV Field Code: highest_teaching_support_qualification XML Element Name: highest-teaching-support-qualification	
Valid entries	SIR26 Codes	Label
	001	Advanced Diploma Teaching in Further Education - 2006
	002	Advanced Diploma Teaching in Further Education - Introduction - 2006
	004	Certificate in Delivering Learning: An Introduction
	005	Certificate in Teaching Adult Learners
	006	Certificate in Teaching Adult Learners - Stage 1
	007	Certificate in Teaching English to Speakers of Other Languages (Cert TESOL) 2000 or (Cert TESOL) 2004

Valid entries	SIR26 Codes	Label
	008	Certificate in Training and Presenting in the Workplace
	009	Certificate in Training Techniques
	100	Level 3 Certificate of Education
	101	Other Teaching Certificate
	102	ESOL Certificate in Teaching English to Speakers of Other Languages (CELTA)
	103	ESOL Diploma in Teaching English to Speakers of Other Languages (DELTA)
	104	Teacher Trainer Certificate Diploma in Administration Skills (1994-2003)
	105	Teacher Trainer Diploma in IT Skills
	106	LCTL Diploma TESOL 2001 or TESOL 2005
	107	Learning and Development Awards
	108	Level 3 Certificate in Educational Practice: ICT Skills 2005
	200	Level 2 Award for Learning Support Practitioners (QCF)
	201	Level 2 Award in Community Development (QCF)
	202	Level 2 Certificate in Community Development (QCF)
	203	Level 2 Certificate in English as a Foreign Language (ESOL)
	300	Level 3 Certificate in Education and Training and other Level 3 Certificates not listed (QCF)
	301	Level 3 Award in Education and Training (QCF)
	302	Level 3 Award in Community Development (QCF)
	303	Level 3 Award in English for Literacy and Language Teaching (QCF)
	304	Level 3 Certificate For Learning Support Practitioners (QCF)
	305	Level 3 Certificate in Community Development (QCF)
	306	Level 3 Certificate in English as a Foreign Language (ESOL)
	307	Level 3 Certificate in Learning and Development (QCF)
	308	Level 3 Certificate in Learning Support (QCF)
	309	Level 3 Certificate for Essential Skills Practitioners (QCF)

Valid entries	SIR26 Codes	Label
	310	Level 3 Award in Assessing Candidates' Performance Using a Range of Methods ('A1')
	311	Level 3 Award in Assessing Candidates' Performance through Observation ('A2')
	312	Level 3 Award: Assess candidate performance (D32)
	313	Level 3 Award: Assess the candidate using differing sources of evidence (D33)
	314	Level 3 Award in Understanding the Principles and Practices of Assessment
	315	Level 3 Award in Assessing Competence in the Work Environment
	316	Level 3 Award in Assessing Vocationally Related Achievement
	317	Level 3 Certificate in Assessing Vocational Achievement
	400	Level 4 Certificate in Education and Training and other Level 4 Certificates not listed (QCF)
	401	Level 4 Award in Learning and Development (QCF)
	402	Level 4 Certificate in FE Teaching Phase 1 and/or 2 and/or 3 (QCF)
	403	Level 4 Diploma in Community Development (QCF)
	404	Level 4 Diploma in Learning and Development (QCF)
	405	Level 4 Award in Education and Training (QCF)
	406	Level 4 Certificate in Principles of Teaching and Learning (QCF)
	407	Level 4 Certificate for ESOL Subject Specialisms
	408	Level 4 Certificate in Adult Literacy Subject Specialisms
	409	Level 4 Certificate in Adult Numeracy Subject Specialisms
	500	Certificate of Education (Cert Ed)
	501	Level 5 Diploma in Education and Training and other Level 5 Diplomas not listed (QCF)
	502	Level 5 Diploma in Education and Training (including Teaching English: Literacy and ESOL) (QCF)
	503	Level 5 Diploma in Education and Training (including Teaching English: Literacy) (QCF)

Valid entries	SIR26 Codes	Label	
	504	Level 5 Diploma in Education and Training (including Teaching English: ESOL) (QCF)	
	505	Level 5 Diploma in Education and Training (including Teaching Mathematics: Numeracy) (QCF)	
	506	Level 5 Certificate in FE Teaching Stage 3 (QCF)	
	507	Level 5 Diploma in Teaching Learners with Dyslexia/Specific Learning Difficulties (QCF)	
	508	Level 5 Certificate in Teaching Learners with Specific Learning Difficulties (Dyslexia) (QCF)	
	600	BEd/BA/BSc with concurrent qualified teacher status	
	601	Professional Graduate Certificate of Education (PGCE)	
	700	Postgraduate Certificate of Education (PGCE)	
	701	PGCE Subject Specialism in supporting learning with special educational needs and disabilities	
	702	PGCE Subject Specialism in literacy and/or ESOL	
	703	PGCE Subject Specialism in numeracy	
	998	No relevant qualification	
	999	Unknown	
	Null values	File format	Null value description
.dat flat file		3 x SPACE character	' '
.csv		BLANK	"
.xml		BLANK	"

Notes	1. Where a member of staff has multiple records the entry in this field must contain the same value for each record relating to that member of staff.		
	2. Certificates to Teach in Lifelong Learning (CTLLS) and Preparation to Teach in Lifelong Learning (PTLLS) qualifications were offered at Levels 3 and 4, although were most common at Levels 4 and 3 respectively. Where they are not listed, please code as 400 - Level 4 Certificate in Education and Training and other Level 4 Certificates not listed (QCF) and 300 - Level 3 Certificate in Education and Training and other Level 3 Certificates not listed (QCF) where appropriate.		
	3. All the NQF stage 1, 2 & 3 FE teacher Certificates should be coded as Level 4 under code 402.		
	4. The City & Guilds 7307 (and more recent variants without a specified level) should be coded as Level 3 under code 300. The City & Guilds 7407 should be coded as Level 4 under code 400.		
	5. PGCEs are now available at both levels 6 and 7, and either can now be recorded in this data field. As specified, PGCEs at Level 6 are usually described as Professional Graduate Certificate in Education, while PGCEs at Level 7 are given as Postgraduate Certificate in Education.		
	6. Please only select value 100 - Level 3 Certificate of Education if the qualification is a historic non-HE Certificate of Education at Level 3. Certificates of Education completed in an HE institution should be coded as 500 – Certificate of Education.		
Validation rules	1	Code not valid	Error

38 Highest specific qualification held for teaching Maths/English/SEND

Type	Numeric	
Length	3	
Description	The highest qualification held by the member of staff that is specifically for the teaching of maths, English or SEND.	
Reason required	To aid in workforce planning and training needs assessments in important subject areas identified as having shortages in suitably qualified staff.	
New or updated for SIR26	No	
Position in fixed width file	129 - 131	
Justification	File format	Justification
	.dat flat file	Right justify with zero fill to the left.
	.csv	N/A
	.xml	N/A
CSV/XML Field identifiers	<p>CSV Field Name: Highest specific qualification held for teaching Math/English/SEND</p> <p>CSV Field Code: highest_specific_qualification</p> <p>XML Element Name: highest-specific-qualification</p>	
Valid entries	SIR26 Codes	Label
	102	ESOL Certificate in Teaching English to Speakers of Other Languages (CELTA)
	103	ESOL Diploma in Teaching English to Speakers of Other Languages (DELTA)
	203	Level 2 Certificate in English as a Foreign Language (ESOL)
	306	Level 3 Certificate in English as a Foreign Language (ESOL)
	407	Level 4 Certificate for ESOL Subject Specialisms
	408	Level 4 Certificate in Adult Literacy Subject Specialisms
	409	Level 4 Certificate in Adult Numeracy Subject Specialisms

Valid entries	SIR26 Codes	Label	
	502	Level 5 Diploma in Education and Training (including Teaching English: Literacy and ESOL) (QCF)	
	503	Level 5 Diploma in Education and Training (including Teaching English: Literacy) (QCF)	
	504	Level 5 Diploma in Education and Training (including Teaching English: ESOL) (QCF)	
	505	Level 5 Diploma in Education and Training (including Teaching Mathematics: Numeracy) (QCF)	
	507	Level 5 Diploma in Teaching Learners with Dyslexia/Specific Learning Difficulties (QCF)	
	508	Level 5 Certificate in Teaching Learners with Specific Learning Difficulties (Dyslexia) (QCF)	
	701	PGCE Subject Specialism in supporting learning with special educational needs and disabilities	
	702	PGCE Subject Specialism in literacy and/or ESOL	
	703	PGCE Subject Specialism in numeracy	
	998	No relevant qualification	
	999	Not known	
	Null values	File format	Null value description
.dat flat file		3 x SPACE character	' '
.csv		BLANK	"
.xml		BLANK	"
Notes	1. Where a member of staff has multiple records the entry in this field must contain the same value for each record relating to that member of staff.		
	2. Where a member of staff has no relevant qualification in this area use code 998 – 'No relevant qualification'.		
Validation rules	1	Code not valid	Error

39 Hours of CPD per year

Type	Numeric		
Length	3		
Description	The number of hours spent by the member of staff on recorded CPD activities for each of the staff records returned in the current academic year.		
Reason required	Inform the Foundation, other stakeholders and the wider further education sector of the levels of CPD undertaken by the whole workforce.		
New or updated for SIR26	Yes		
Position in fixed width file	132 - 134		
Justification	N/A		
CSV/XML Field identifiers	<p>CSV Field Name: Hours of CPD per year</p> <p>CSV Field Code: hours_cpd</p> <p>XML Element Name: hours-cpd</p>		
Valid entries	An integer value with a minimum value of 000 and a maximum value of 999.		
Null values	File format	Null value description	Null value example
	.dat flat file	3 x 9 characters	'999'
	.csv	3 x 9 characters	'999'
	.xml	3 x 9 characters	'999'
Notes	<ol style="list-style-type: none"> Only integer values can be recorded in this field. Where a partial hour is recorded for a member of staff it should be rounded up to the next full hour. E.g. if a member of staff has spent 23.4 hours on CPD their time spent should be recorded in the record as 24. Where multiple records are supplied for an individual member of staff, the entry in this field must be the same for each record relating to that member of staff. If a member of staff has zero hours of CPD for the year the value entered is 000 If a member of staff has 1 hour of CPD for the year the value entered is 001 If the hours of CPD are unknown then the value entered should be 999 		
Validation rules	1	Entry not valid	Error

40 Date of start of contract

Type	Date										
Length	8										
Description	The date a member of staff started the contract.										
Reason required	To identify the start of a contract.										
New or updated for SIR26	Yes – Notes amended										
Position in fixed width file	135 - 142										
Justification	<p>Date format</p> <table border="1"> <thead> <tr> <th>File format</th> <th>Justification</th> </tr> </thead> <tbody> <tr> <td>.dat flat file</td> <td>Insert leading zeros for single days and months.</td> </tr> <tr> <td>.csv</td> <td>Insert leading zeros for single days and months.</td> </tr> <tr> <td>.xml</td> <td>Insert leading zeros for single days and months.</td> </tr> </tbody> </table> <p>For example, 29th January 1997 will be represented as 19970129</p>			File format	Justification	.dat flat file	Insert leading zeros for single days and months.	.csv	Insert leading zeros for single days and months.	.xml	Insert leading zeros for single days and months.
File format	Justification										
.dat flat file	Insert leading zeros for single days and months.										
.csv	Insert leading zeros for single days and months.										
.xml	Insert leading zeros for single days and months.										
CSV/XML Field identifiers	<p>CSV Field Name: Date of start of contract</p> <p>CSV Field Code: date_contract_start</p> <p>XML Element Name: date-contract-start</p>										
Valid entries	YYYYMMDD	Date pattern									
	YYYY (year)	Year									
	MM (month)	Between 01 and 12									
	DD (day)	Between 01 and 31									
Null values	File format	Null value description	Null value example								
	.dat flat file	NOT PERMITTED	NOT PERMITTED								
	.csv	NOT PERMITTED	NOT PERMITTED								
	.xml	NOT PERMITTED	NOT PERMITTED								

Notes	<ol style="list-style-type: none"> 1. Where multiple contract records are supplied for an individual member of staff, the entry in this field may be different for each contract record for that member of staff. 2. Records for member of staff who started their contract after 31 July 2018 should not be returned. 		
Validation rules	1	Entry not valid	Error
	2	The Date of start of contract is beyond the Upper bound of collection period (i.e. for SIR26 Date of start of contract is greater than 20180731).	Error
	3	The Date of start of contract is before the Date of appointment.	Error
	4	The Date of start of contract is after the Date of leaving.	Error
	5	The Date of start of contract is after the date of end of contract.	Error

44 Engaged in offender learning

Type	Numeric		
Length	1		
Description	To record if the member of staff is engaged with offender learning as carried out as part of the OLASS programme.		
Reason required	Used to assess the numbers of teaching staff that are engaged in offender learning.		
New or updated for SIR26	No		
Position in fixed width file	147		
Justification	N/A		
CSV/XML Field identifiers	CSV Field Name: Engaged in offender learning CSV Field Code: engaged_in_offender_learning XML Element Name: engaged-in-offender-learning		
Valid entries	SIR26 Codes	Label	Description
	1	Yes	Yes
	2	No	No
	8	Not applicable (Not a member of teaching staff)	Not applicable. The member of staff is not a member of teaching staff
	9	Not known	When someone has refused to answer the question or when the question has not been asked.
Null values	File format	Null value description	Null value example
	.dat flat file	1 x SPACE character	' '
	.csv	BLANK	"
	.xml	BLANK	"

Notes	<ol style="list-style-type: none"> 1. If a member of staff is not a member of the teaching staff use code 8 – Not applicable (Not a member of teaching staff) 2. Where a member of staff has multiple contracts the value of this field in each contract may differ. It is possible that a member of staff may be engaged in offender learning as part of one contract but not as part of another contract. 		
Validation rules	1	Entry not valid	Error
	2	Engaged in offender learning is '8 Not applicable (Not a member of teaching staff)' but Category of work is '99 - Lecturer/Tutor ', '98 - Assessor/verifier', '97 - Trainer', or '100 – Apprentice (Teaching staff)'.	Error

45 Proportion providing community learning

Type	Numeric		
Length	3		
Description	The proportion of time spent developing and delivering community learning.		
Reason required	Used to show the professional activities of the staff in the sector and to show the broader capabilities in the workforce.		
New or updated for SIR26	No		
Position in fixed width file	148 - 150		
Justification	File format	Justification	
	.dat flat file	Right justify with zero fill to the left.	
	.csv	N/A	
	.xml	N/A	
CSV/XML Field identifiers	CSV Field Name: Proportion providing community learning CSV Field Code: providing_community_learning XML Element Name: providing-community-learning		
Valid entries	Numeric value representing a percentage between 000 and 100.		
Null values	File format	Null value description	Null value example
	.dat flat file	3 x SPACE character	' '
	.csv	BLANK	"
	.xml	BLANK	"

Notes	<p>1. If the exact proportion is not known, estimate the proportion to the nearest 10%.</p> <p>2. The term Community Learning is defined as in the Individualised Learner Record manual – Categories F and G</p> <p>www.gov.uk/government/uploads/system/uploads/attachment_data/file/579287/ILRSpecification_2016_17_Appendix_H_Dec2016_v2.pdf</p> <p>3. This field is not related to fields '16 Proportion providing teaching and promoting learning', '17 Proportion supporting teaching and learning' & '18 Proportion providing other support'.</p> <p>4. When we publish information on Community Learning Participation and Achievement we also take data from both page 163 and 164 of the ILR spec. This covers AEB funding and the previous funding model.</p> <p>www.gov.uk/government/uploads/system/uploads/attachment_data/file/557225/ILRSpecification2016_17_v3_Sept2016.pdf</p> <p>Table 9 in the main tables shows the Participation and Achievement numbers. For example:</p> <p>www.gov.uk/government/statistics/further-education-and-skills-january-2017</p>		
	Validation rules	1	Entry not valid

46 Engaged in SEND teaching

Type	Numeric		
Length	1		
Description	Engaged in SEND teaching		
Reason required	Used to assess the numbers of teaching staff that are engaged in teaching learners with special education needs and/or disabilities.		
New or updated for SIR26	No		
Position in fixed width file	151		
Justification	N/A		
CSV/XML Field identifiers	CSV Field Name: Engaged in SEND teaching CSV Field Code: send_teaching XML Element Name: send-teaching		
Valid entries	SIR26 Codes	Label	Description
	1	Yes	Yes
	2	No	No
	8	Not applicable (Not a member of teaching staff)	Not applicable. The member of staff is not a member of teaching staff
	9	Not known	When someone has refused to answer the question or when the question has not been asked.
Null values	File format	Null value description	Null value example
	.dat flat file	1 x SPACE character	''
	.csv	BLANK	"
	.xml	BLANK	"

Notes	<ol style="list-style-type: none"> 1. There a member of staff is engaging with SEN individuals in a mixed class and the SEN teaching or learning support is carried out as part of the normal teaching then use code 2 – No. 2. Where a member of staff is engaged in SEN teaching or learning support for less than 50% of their time then use code 2 – No. 3. Where a member of staff is engaged in SEN teaching or learning support for more than 50% of their time then use code 1 – Yes. 		
Validation rules	1	Entry not valid	Error
Validation rules	2	Engaged in SEND teaching is '8 Not applicable (Not a member of teaching staff)' but Category of work is '99 - Lecturer/Tutor', '98 - Assessor/verifier', '97 - Trainer', or '100 – Apprentice (Teaching staff)'.	Error

47 Highest enrolled teaching and/or learning support qualification

Type	Numeric	
Length	3	
Description	The highest teaching and or learning support qualification on which the member of staff is currently or was enrolled upon at 31 st July 2017.	
Reason required	To inform the Foundation, other stakeholders and the wider further education sector of the qualification levels of the teaching and learning support staff for workforce capability of student inclusion and to show the wider capabilities of the workforce.	
New or updated for SIR26	No	
Position in fixed width file	152 - 154	
Justification	N/A	
CSV/XML Field identifiers	<p>CSV Field Name: Highest enrolled teaching and/or learning support qualification</p> <p>CSV Field Code: highest_enrolled_teaching_and_or_learning_support_qualification</p> <p>XML Element Name: highest-enrolled-teaching-and-or-learning-support-qualification</p>	
Valid entries	SIR26 Codes	Label
	102	ESOL Certificate in Teaching English to Speakers of Other Languages (CELTA)
	103	ESOL Diploma in Teaching English to Speakers of Other Languages (DELTA)
	200	Level 2 Award for Learning Support Practitioners (QCF)
	201	Level 2 Award in Community Development (QCF)
	202	Level 2 Certificate in Community Development (QCF)
	203	Level 2 Certificate in English as a Foreign Language (ESOL)
	300	Level 3 Certificate in Education and Training and other Level 3 Certificates not listed (QCF)

Valid entries	SIR26 Codes	Label
	301	Level 3 Award in Education and Training (QCF)
	302	Level 3 Award in Community Development (QCF)
	303	Level 3 Award in English for Literacy and Language Teaching (QCF)
	304	Level 3 Certificate for Learning Support Practitioners (QCF)
	305	Level 3 Certificate in Community Development (QCF)
	306	Level 3 Certificate in English as a Foreign Language (ESOL)
	307	Level 3 Certificate in Learning and Development (QCF)
	308	Level 3 Certificate in Learning Support (QCF)
	309	Level 3 Certificate for Essential Skills Practitioners (QCF)
	310	Level 3 Award in Assessing Candidates' Performance Using a Range of Methods ('A1')
	311	Level 3 Award in Assessing Candidates' Performance through Observation ('A2')
	312	Level 3 Award: Assess candidate performance (D32)
	313	Level 3 Award: Assess the candidate using differing sources of evidence (D33)
	314	Level 3 Award in Understanding the Principles and Practices of Assessment
	315	Level 3 Award in Assessing Competence in the Work Environment
	316	Level 3 Award in Assessing Vocationally Related Achievement
	317	Level 3 Certificate in Assessing Vocational Achievement
	400	Level 4 Certificate in Education and Training and other Level 4 Certificates not listed (QCF)
	401	Level 4 Award in Learning and Development (QCF)
	403	Level 4 Diploma in Community Development (QCF)
	404	Level 4 Diploma in Learning and Development (QCF)
	405	Level 4 Award in Education and Training (QCF)
	406	Level 4 Certificate in Principles of Teaching and Learning (QCF)
	407	Level 4 Certificate for ESOL Subject Specialisms

Valid entries	SIR26 Codes	Label	
	408	Level 4 Certificate in Adult Literacy Subject Specialisms	
	409	Level 4 Certificate in Adult Numeracy Subject Specialisms	
	500	Certificate of Education (Cert Ed)	
	501	Level 5 Diploma in Education and Training (QCF)	
	502	Level 5 Diploma in Education and Training (including Teaching English: Literacy and ESOL) (QCF)	
	503	Level 5 Diploma in Education and Training (including Teaching English: Literacy) (QCF)	
	504	Level 5 Diploma in Education and Training (including Teaching English: ESOL) (QCF)	
	505	Level 5 Diploma in Education and Training (including Teaching Mathematics: Numeracy) (QCF)	
	506	Level 5 Certificate in FE Teaching Stage 3 (QCF)	
	507	Level 5 Diploma in Teaching Learners with Dyslexia/Specific Learning Difficulties (QCF)	
	508	Level 5 Certificate in Teaching Learners with Specific Learning Difficulties (Dyslexia) (QCF)	
	600	BEd/BA/BSc with concurrent qualified teacher status	
	601	Professional Graduate Certificate of Education (PGCE)	
	700	Postgraduate Certificate of Education (PGCE)	
	701	PGCE Subject Specialism in supporting learning with special educational needs and disabilities	
	702	PGCE Subject Specialism in literacy and/or ESOL	
	703	PGCE Subject Specialism in numeracy	
	997	Member of teaching staff not enrolled on any qualification	
999	Unknown		
Null values	File format	Null value description	Null value example
	.dat flat file	3 x SPACE character	' '
	.csv	BLANK	"
	.xml	BLANK	"

Notes	<p>1. A member of staff may be enrolled on more than one qualification. Where this is the case it is the recognised highest qualification that should be recorded. In the hierarchy of Award/Certificate/Diploma, a Diploma is the highest and largest qualification.</p>		
	<p>2. If a member of staff is awarded a qualification before the collection start date, then this should be discounted for inclusion in this field. Instead, if the qualification awarded is the highest qualification held by the member of staff it should be recorded in Field 37 - Highest teaching and/or learning support qualification held. This field (Field 47 – Highest enrolled teaching and/or learning support qualification) should only be used to record qualifications on which the member of staff is/was enrolled on at 31st July 2018.</p>		
	<p>3. For a member of non-teaching or non-teaching support staff a NULL value should be recorded in this Field. However, see note below.</p>		
	<p>4. Where a member of staff has multiple records the same value should be recorded in each record for this Field. Thus, if a member of staff has two records, one record for a teaching or teaching support contract and one record for a non-teaching contract and is/was enrolled on a qualification on collection start date, then the same value is recorded in both records for this Field. A NULL value is not recorded in either record.</p>		
Validation rules	1	Code not valid	Error

48 Holds Qualified Teacher in Learning and Skills (QTLS) status

Type	Numeric		
Length	1		
Description	To indicate if the member of staff holds Qualified Teacher in Learning and Skills (QTLS) status		
Reason required	Used to assess the levels of recognised professionalism of the teaching workforce.		
New or updated for SIR26	New		
Position in fixed width file	155		
Justification	N/A		
CSV/XML Field identifiers	CSV Field Name: Holds Qualified Teacher in Learning and Skills (QTLS) status CSV Field Code: qtls_status XML Element Name: qtls-status		
Valid entries	SIR26 Codes	Label	Description
	1	Yes	Yes
	2	No	No
	8	Not applicable (Not a member of teaching staff)	Not applicable. The member of staff is not a member of teaching staff
	9	Not known	When someone has refused to answer the question or when the question has not been asked.
Null values	File format	Null value description	Null value example
	.dat flat file	1 x SPACE character	''
	.csv	BLANK	"
	.xml	BLANK	"

Notes	<ol style="list-style-type: none">1. Staff with Qualified Teacher Status, which is equivalent to QTLS, should be entered as code 1 Yes.2. A NULL value may be entered for a member of staff who does not have a teaching or teaching support contract.		
Validation rules	1	Entry not valid	Error
	2	Holds Qualified Teacher in Learning and Skills (QTLS) status is '8 Not applicable (Not a member of teaching staff)' but Category of work is '99 - Lecturer/Tutor', '98 - Assessor/verifier', '97 - Trainer', or '100 - Apprentice (Teaching staff)'.	Error

49 Date of end of contract

Type	Date										
Length	8										
Description	The date a member of staff's contract ended.										
Reason required	To identify the end of a contract.										
New or updated for SIR26	Yes										
Position in fixed width file	156 - 163										
Justification	<p>Date format</p> <table border="1"> <thead> <tr> <th>File format</th> <th>Justification</th> </tr> </thead> <tbody> <tr> <td>.dat flat file</td> <td>Insert leading zeros for single days and months.</td> </tr> <tr> <td>.csv</td> <td>Insert leading zeros for single days and months.</td> </tr> <tr> <td>.xml</td> <td>Insert leading zeros for single days and months.</td> </tr> </tbody> </table> <p>For example, 29th January 1997 will be represented as 19970129</p>			File format	Justification	.dat flat file	Insert leading zeros for single days and months.	.csv	Insert leading zeros for single days and months.	.xml	Insert leading zeros for single days and months.
File format	Justification										
.dat flat file	Insert leading zeros for single days and months.										
.csv	Insert leading zeros for single days and months.										
.xml	Insert leading zeros for single days and months.										
CSV/XML Field identifiers	<p>CSV Field Name: Date of end of contract</p> <p>CSV Field Code: date_contract_end</p> <p>XML Element Name: date-contract-end</p>										
Valid entries	YYYYMMDD	Date pattern									
	YYYY (year)	Year									
	MM (month)	Between 01 and 12									
	DD (day)	Between 01 and 31									
Null values	File format	Null value description	Null value example								
	.dat flat file	8 x '0' digits; or 8 x SPACE character	'00000000' or ' '								
	.csv	BLANK	"								
	.xml	BLANK	"								

Notes	1. Where multiple contract records are supplied for an individual member of staff, the entry in this field may be different for each contract record for that member of staff.		
Validation rules	1	Entry not valid	Error
	2	The Date of end of contract is before the Date of appointment	Error
	3	The Date of end of contract is after the Date of leaving	Error
	4	The Date of end of contract is before the Date of start of contract	Error

7.0 Field validation – summary table

Field Number	Field Name	Error
01	UKPRN	<ol style="list-style-type: none"> 1. Field not completed (minimum requirement for a record to be uploaded) 2. Entry not valid 3. Not all the records have the same UKPRN 4. Two records have the same UKPRN, Staff reference and Multiple contract number.
02	Staff reference	<ol style="list-style-type: none"> 1. Field not completed (minimum requirement for a record to be uploaded) 2. Entry not valid 3. Two records have the same UKPRN, Staff reference and Multiple contract number. 4. Two or more records with the same Staff reference and different Multiple contract numbers have different values in one or more of the following fields: <ul style="list-style-type: none"> – 04 Gender – 05 Date of birth – 12 Ethnicity – 13 Disability – 19 Date of appointment – 20 Date of leaving – 26 Annual pay – 35 Sexual orientation – 36 Highest qualification held in the main area of teaching – 37 Highest teaching and/or learning support qualification held – 38 Highest specific qualification held for teaching Maths/English/SEND – 39 Hours of CPD per year – 41 Holds Qualified Teacher in Learning and Skills (QTLS) status – 47 Highest enrolled teaching and/or learning support qualification

Field Number	Field Name	Error
03	Multiple contract number	<ol style="list-style-type: none"> Field not completed (minimum requirement for a record to be uploaded) Entry not valid
04	Gender	<ol style="list-style-type: none"> Code not valid
05	Date of birth	<ol style="list-style-type: none"> Entry not valid The age on 01/08/2017 is less than 15 or greater than 100 The age of the member of staff on the Date of appointment is lower than 15 or greater than 100
12	Ethnicity	<ol style="list-style-type: none"> Code not valid
13	Disability	<ol style="list-style-type: none"> Code not valid
14	Terms of employment	<ol style="list-style-type: none"> Code not valid
15	Fraction of full-time	<ol style="list-style-type: none"> Entry not valid Fraction of full-time greater than 120
16	Proportion providing teaching and promoting learning	<ol style="list-style-type: none"> Entry not valid When value is=000 but the field Category of work is '99 - Lecturer/Tutor', '98 - Assessor/verifier', '97 - Trainer', or '100 - Apprentice (Teaching staff)'. <ul style="list-style-type: none"> The sum of the following fields does not equal 100%: <ul style="list-style-type: none"> 16 Proportion providing teaching and promoting learning 17 Proportion supporting teaching and learning 18 Proportion providing other support
17	Proportion supporting teaching and learning	<ol style="list-style-type: none"> Entry not valid The sum of the following fields does not equal 100%: <ul style="list-style-type: none"> 16 Proportion providing teaching and promoting learning 17 Proportion supporting teaching and learning 18 Proportion providing other support

Field Number	Field Name	Error
18	Proportion providing other support	<ol style="list-style-type: none"> Entry not valid The sum of the following fields does not equal 100%: <ul style="list-style-type: none"> 16 Proportion providing teaching and promoting learning 17 Proportion supporting teaching and learning 18 Proportion providing other support
19	Date of appointment	<ol style="list-style-type: none"> Entry not valid The Date of appointment is beyond the Upper bound of collection period (i.e. for SIR26 Date of appointment is greater than 31/07/2018). The Date of appointment is before 1945.
20	Date of leaving	<ol style="list-style-type: none"> Entry not valid The Date of leaving is before the Lower bound of collection period (for SIR26, 01/08/2017) or beyond the Upper bound of collection period (for SIR26, 31/07/2017). The Date of leaving is before the Date of appointment. The Date of leaving is before the Date of End of Contract
24	Main subject taught	<ol style="list-style-type: none"> Code not valid When the value of Main subject taught is '99 Not a member of staff providing teaching and promoting learning' but the value of Category of work is '99 - Lecturer/Tutor', '98 - Assessor/verifier' or '97 - Trainer' or '100 - Apprentice (Teaching staff)'.
25	Category of work	<ol style="list-style-type: none"> Code not valid
26	Annual pay	<ol style="list-style-type: none"> Entry not valid
35	Sexual orientation	<ol style="list-style-type: none"> Code not valid
36	Highest qualification held in the main area of teaching	<ol style="list-style-type: none"> Code not valid
37	Highest teaching and/or learning support qualification held	<ol style="list-style-type: none"> Code not valid

Field Number	Field Name	Error
38	Highest specific qualification held for teaching Maths/English/SEN	1. Code not valid
39	Hours of CPD per year	1. Entry not valid
40	Date of start of contract	<ol style="list-style-type: none"> Entry not valid The Date of start of contract is beyond the Upper bound of collection period (i.e. for SIR26 Date of start of contract is greater than 31/07/2018). The Date of start of contract is before the Date of appointment The Date of start of contract is after the Date of leaving The Date of start of contract is after the date of end of contract
44	Engaged in offender learning	<ol style="list-style-type: none"> Entry not valid Engaged in offender learning is '8 Not applicable (Not a member of teaching staff)' but Category of work is '99 - Lecturer/Tutor', '98 - Assessor/verifier', '97 - Trainer', or '100 - Apprentice (Teaching staff)'.
45	Proportion providing community learning	1. Entry not valid
46	Engaged in SEND teaching and / or learning support	<ol style="list-style-type: none"> Entry not valid Engaged in SEND teaching is '8 Not applicable (Not a member of teaching staff)' but Category of work is '99 - Lecturer/Tutor', '98 - Assessor/verifier', '97 - Trainer', or '100 - Apprentice (Teaching staff)'.
47	Highest enrolled teaching and/or learning support qualification	1. Code not valid
48	Holds Qualified Teacher in Learning and Skills (QTLS) status	<ol style="list-style-type: none"> Entry not valid Holds Qualified Teacher in Learning and Skills (QTLS) status is '8 Not applicable (Not a member of teaching staff)' but Category of work is '99 - Lecturer/Tutor', '98 - Assessor/verifier', '97 - Trainer', or '100 - Apprentice (Teaching staff)'.

Field Number	Field Name	Error
49	Date of end of contract	<ol style="list-style-type: none">1. Entry not valid2. The Date of end of contract is before the Date of start of contract3. The Date of end of contract is before the Date of appointment4. The Date of end of contract is after the Date of leaving5. The Date of end of contract is before the Date of start of contract

8.0 Structure of SIR file and formats for submission

Three separate file formats for submission will be supported:

- Fixed width data type

- XML

- Comma Separated Values (CSV)

Fixed width data type

The data type used should be in ASCII character format using only characters from the set consisting of upper case alphabetic characters, the digits 0 – 9, period (.) and space.

The records must contain the fields in the order and the length specified above. Therefore, all records must be 166 characters long, fields must be in the order specified and with the correct length, fields are not delimited, records are delimited with a line break/carriage return. Please note that a specific header/footer will not be required.

It is also important to note that the fields marked with an asterisk (*) are no longer collected. However, they have not been removed from the .dat file specification to avoid potential issues with earlier versions of the file. **Providers uploading in .dat format should maintain appropriate spaces in the correct positions within their staff record file, but data is no longer required to be included.**

Code	Data Item	Length	Type	Position
01	UKPRN	8	Numeric	1 - 8
02	Staff reference	12	Alphanumeric	9 - 20
03	Multiple contract number	2	Numeric	21 - 22
04	Gender	1	Numeric	23
05	Date of birth	8	Date	24 - 31
06	Highest qualification*	2	Numeric	32–33
07	Teaching and FE Qualification 1*	2	Numeric	34–35
08	Teaching and FE Qualification 2*	2	Numeric	36–37
09	Teaching and FE Qualification 3*	2	Numeric	38–39
10	Teaching and FE Qualification 4*	2	Numeric	40–41
11	Training to teach learners with learning difficulties and/or disabilities*	1	Numeric	42
12	Ethnicity	2	Numeric	43 - 44
13	Disability	1	Numeric	45
14	Terms of employment	1	Numeric	46
15	Fraction of full-time	3	Numeric	47 - 49
16	Proportion providing teaching and promoting learning	3	Numeric	50 - 52
17	Proportion supporting teaching and learning	3	Numeric	53 - 55

Code	Data Item	Length	Type	Position
18	Proportion providing other support	3	Numeric	56 - 58
19	Date of appointment	8	Date	59 - 66
20	Date of leaving	8	Date	67 - 74
21	Highest enrolled teaching and/or learning support qualification	2	Numeric	75-76
22	Qualified teaching status*	1	Numeric	77
23	Area of learning of highest qualification*	2	Numeric	78-79
24	Main subject taught	2	Numeric	80 - 81
25	Category of work	3	Numeric	82 - 84
26	Annual pay	6	Numeric	85 - 90
27	Teach 14-19: Proportion of contract delivered to 14-16 year olds*	3	Numeric	88-90
28	Teach 14-19: Proportion of contract delivered to 16-19 year olds*	3	Numeric	91-93
29	Hours of CPD per year towards teaching*	3	Numeric	94-96
30	Hours of CPD per year towards other*	3	Numeric	97-99
31	Subject specific teaching qualifications literacy, numeracy and ESOL*	2	Numeric	100-101
32	Date started teaching*	8	Date	102-109
33	Number of hours per week*	7	Numeric	110-116
34	Number of weeks per year including holidays*	6	Numeric	117-122
35	Sexual orientation	1	Numeric	123
36	Highest qualification held in the main area of teaching	2	Numeric	124-125
37	Highest teaching and/or learning support qualification held	3	Numeric	126-128
38	Highest specific qualification held for teaching Maths/English/SEND	3	Numeric	129-131

Code	Data Item	Length	Type	Position
39	Hours of CPD per year	3	Numeric	132-134
40	Date of start of contract	8	Date	135-142
41	Membership of professional body or trade organisation	1	Numeric	143
42	Non-teaching work experience of relevance to area of teaching	1	Numeric	144
43	Number of years spent working in other sectors	2	Numeric	145-146
44	Engaged in offender learning	1	Numeric	147
45	Proportion providing community learning	3	Numeric	148-150
46	Engaged in SEND teaching	1	Numeric	151
47	Highest enrolled teaching and/or learning support qualification	3	Numeric	152 – 154
48	Holds Qualified Teacher in Learning and Skills (QTLS) status	1	Numeric	155
49	Date of end of contract	8	Date	156-163

CSV

The first row of the csv file will be a “header row” which must contain either the field name or code to identify the column. The expected column identifier values are provided in the table below. Columns can appear in any order within the csv file and the file can utilise either the field name or field code (not the field number) as column identifiers. The column identifiers are case insensitive.

Field No.	Field Name	Field Code
01	UKPRN	ukprn
02	Staff reference	staff_reference
03	Multiple contract number	multiple_contract_number
04	Gender	gender
05	Date of birth	date_of_birth
12	Ethnicity	ethnicity
13	Disability	disability
14	Terms of employment	terms_of_employment
15	Fraction of full-time	fraction_of_full_time
16	Proportion providing teaching and promoting learning	proportion_providing_teaching_and_promoting_learning
17	Proportion supporting teaching and learning	proportion_supporting_teaching_and_learning
18	Proportion providing other support	proportion_providing_other_support
19	Date of appointment	date_of_appointment
20	Date of leaving	date_of_leaving
24	Main subject taught	main_subject_taught
25	Category of work	category_of_work
26	Annual pay	annual_pay
35	Sexual Orientation	sexual_orientation
36	Highest qualification held in the main area of teaching	highest_qualification
37	Highest teaching and/or learning support qualification held	highest_teaching_support_qualification

Field No.	Field Name	Field Code
38	Highest specific qualification held for teaching Maths/English/SEND	highest_specific_qualification
39	Hours of CPD per year	hours_cpd
40	Date of start of contract	date_contract_start
44	Engaged in offender learning	engaged_in_offender_learning
45	Proportion providing community learning	providing_community_learning
46	Engaged in SEND teaching	send_teaching
47	Highest enrolled teaching and/or learning support qualification	highest_enrolled_teaching_and_or_learning_support_qualification
48	Holds Qualified Teacher in Learning and Skills (QTLS) status	qtls_status
49	Date of end of contract	date_contract_end

XML

Data can be returned as a XML file. Element names are the same as the Field Codes used in the csv file but with all underscore (_) characters replaced with hyphens (-). The structure of the XML file has been left flat to match the csv and dat formats. The schema is as follows:

```
<xs:schema attributeFormDefault="unqualified" elementFormDefault="qualified" xmlns:xs="http://www.w3.org/2001/XMLSchema">
  <xs:element name="sir-records">
    <xs:complexType>
      <xs:sequence>
        <xs:element name="sir-record" maxOccurs="unbounded" minOccurs="1">
          <xs:complexType>
            <xs:all>
              <xs:element name="ukprn" type="xs:string" maxOccurs="1" minOccurs="1"/>
              <xs:element name="staff-reference" type="xs:string" maxOccurs="1" minOccurs="1" />
              <xs:element name="multiple-contract-number" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="gender" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="date-of-birth" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="ethnicity" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="disability" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="terms-of-employment" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="fraction-of-full-time" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="proportion-providing-teaching-and-promoting-learning" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="proportion-supporting-teaching-and-learning" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="proportion-providing-other-support" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="date-of-appointment" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="date-of-leaving" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="main-subject-taught" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="category-of-work" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="annual-pay" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="sexual-orientation" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="highest-qualification" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="highest-teaching-support-qualification" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="highest-specific-qualification" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="hours-cpd" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="date-contract-start" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="engaged-in-offender-learning" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="providing-community-learning" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="send-teaching" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="highest-enrolled-teaching-and-or-learning-support-qualification" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="qtls-status" type="xs:string" maxOccurs="1" minOccurs="0" />
              <xs:element name="date-contract-end" type="xs:string" maxOccurs="1" minOccurs="0" />
            </xs:all>
          </xs:complexType>
        </xs:element>
      </xs:sequence>
    </xs:complexType>
  </xs:element>
</xs:schema>
```

Filenames

There is no specific requirement to name a file in a particular way other than that the file must have an appropriate file extension – which must be one of dat, xml or csv.

Appendix 1 - Fields Retired From SIR26 Onwards

Fields here are displayed by entity and sorted by Data Field No.

Staff Member:

41 Membership of professional body or trade organisation

42 Non-teaching work experience of relevance to area of teaching

43 Number of years spent working in other sectors

41 Membership of professional body or trade organisation

Type	Numeric		
Length	1		
Description	To indicate if the member of staff is or was a member of a professional body or trade organisation.		
Reason required	Used to assess the levels of recognised professionalism of the workforce from a wide spectrum of market sectors. Particularly applicable to independent training providers where teaching and teaching support members of staff are drawn from a wide variety of professions and trades.		
New or updated for SIR26	No. This field was retired in SIR26 and does not need to be submitted.		
Position in fixed width file	143		
Justification	N/A		
CSV/XML Field identifiers	CSV Field Name: Membership of professional body or trade organisation CSV Field Code: professional_membership XML Element Name: professional-membership		
Valid entries	SIR26 Codes	Label	Description
	1	Yes	Yes
	2	No	No
	9	Not known	When someone has refused to answer the question or when the question has not been asked.
Null values	File format	Null value description	Null value example
	.dat flat file	1 x SPACE character	' '
	.csv	BLANK	"
	.xml	BLANK	"
Notes	1. A NULL value may be entered for a member of staff who does not have a teaching or teaching support contract.		
Validation rules	1	Entry not valid	Error

42 Non-teaching work experience of relevance to area of teaching

Type	Numeric		
Length	1		
Description	A flag to indicate if the member of staff has work experience outside of the teaching profession that is of direct relevance to the subject area that member of staff now teaches in.		
Reason required	Used to assess the breadth of work experience of the teaching and teaching support workforce.		
New or updated for SIR26	No. This field was retired in SIR26 and does not need to be submitted.		
Position in fixed width file	144		
Justification	N/A		
CSV/XML Field identifiers	CSV Field Name: Work experience in area of teaching CSV Field Code: non_teaching_work_experience XML Element Name: non-teaching-work-experience		
Valid entries	SIR26 Codes	Label	Description
	1	Yes	Yes
	2	No	No
	8	Not applicable (Not a member of teaching staff)	Not applicable. Staff member is not a member of the teaching staff
	9	Not known	When someone has refused to answer the question or when the question has not been asked.
Null values	File format	Null value description	Null value example
	.dat flat file	1 x SPACE character	' '
	.csv	BLANK	"
	.xml	BLANK	"

Notes	1. If a member if staff is not a member of the teaching staff use code 8 – Not applicable (Not a member of teaching staff).		
Validation rules	1	Code not valid	Error

43 Number of years spent working in other sectors

Type	Numeric		
Length	2		
Description	A value to indicate how many years the member of staff has spent previously working in other sectors outside of the FE Sector.		
Reason required	Used to assess the depth of work experience in other sectors outside of the teaching profession of the teaching and teaching support workforce.		
New or updated for SIR26	No. This field was retired in SIR26 and does not need to be submitted.		
Position in fixed width file	145 - 146		
Justification	N/A		
CSV/XML Field identifiers	<p>CSV Field Name: Number of years spent working in other sectors</p> <p>CSV Field Code: years_in_other_sectors</p> <p>XML Element Name: years-in-other-sectors</p>		
Valid entries	A positive integer between 00 and 99		
Null values	File format	Null value description	Null value example
	.dat flat file	2 x SPACE character	' '
	.csv	BLANK	"
	.xml	BLANK	"
Notes	<ol style="list-style-type: none"> 1. If the member of staff has periods of work outside of the FE Sector interspersed with teaching or learning support posts then the total time spent working outside of the teaching profession should be included. 2. If the member of staff works part time in the FE Sector and the remainder of their time is spent working in other sectors it is the number of years they have spent working in those other professions irrespective of whether that is part time or full time. For example, a member of staff who previously worked 10 years full time as an engineer and has now worked for 2 years part time as an engineer and as a lecturer the value entered in this field is 12. 3. Where a member of staff has multiple records the entry in this field must contain the same value for each record relating to that member of staff. 4. Only integer values can be recorded in this field. Where a partial year is recorded for a member of staff it should be rounded up to the next full year. 		
Validation rules	1	Entry not valid	Error