

DATA PREPARATION GUIDANCE NOTES

Introduction

All FE Colleges, Independent Training Providers, Adult Education and Voluntary/Community Learning Services funded through the Education and Skills Funding Agency (ESFA) are requested to submit anonymised workforce data into the SIR Data Insights service for the academic period 2017/18. The data collection facility for this service is called SIR26.

SIR26 consists of 29 data fields about staff, their contracts, experience and qualifications. None of the fields are mandatory; you can leave fields empty if your systems cannot provide the data, but the more fields you can complete the better the quality of the reporting and national benchmarks that can be produced.

There is more information about the SIR26 file structure and data fields here:

www.sirdatainsights.org.uk/docs/ETF-SIR26-Data-Specification-v1.0.pdf

The data upload window for SIR26 is from 1st August to 31st October 2018.

This short guide is for those who would like to submit SIR26 data and need to create the file manually using the SIR26 MS Excel template.

What is the SIR26 data file?

The staff individualised record (SIR) file contains anonymised information about your staff and their contracts of employment. There are 29 fields in the SIR26 data model.

Each row in the SIR26 file represents one staff contract. Staff will appear in multiple rows if they have had more than one contract during the 2017/18 academic year.

The complete list of the 29 current fields is:

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

Many of the data fields only accept valid SIR26 codes; the list of valid codes for each data field can be found in the latest version of the SIR26 data specification:

www.sirdatainsights.org.uk/docs/ETF-SIR26-Data-Specification-v1.0.pdf

How do I prepare my workforce data for entry into SIR Data Insights?

Your HR system may export a bespoke SIR26 data file for upload into the SIR Data Insights service, but if you do not have a SIR26-compatible HR system you will probably want to use the spreadsheet template provided by the SIR service.

Step 1: Download the template

Download a SIR26 MS Excel template file; the template is easier to work with because it has the correct column headings. You will add your staff and contract data to this file before uploading into the SIR data collection system.

You should also download a copy of the SIR26 data specification, available here:

www.sirdatainsights.org.uk/docs/ETF-SIR26-Data-Specification-v1.0.pdf

The specification tells you about the format of data that should be used in each field. The MS Excel template also includes formatting guidance at the top of each column

Step 2: Work out what data you can submit

You need to decide how many of the data fields you can upload. None of the fields are mandatory but you should aim to complete as many as possible; your organisation's data dashboards and the overall national dataset will be more useful as a result.

All of the data fields are important but the following categorisation may help you decide which fields to prioritise if you are unable to upload data for every field.

Below are the 'basic' fields - at a minimum you should try to upload this data for each staff contract:

- | | | | |
|----|-----------------------|----|--|
| 02 | Staff Reference | 20 | Date Of Leaving |
| 03 | Contract Number | 24 | Main Subject Taught |
| 05 | Date Of Birth | 25 | Category Of Work |
| 14 | Terms Of Employment | 40 | Date Of Start Of Contract |
| 15 | Fraction Of Full-Time | 48 | Holds Qualified Teacher in Learning and Skills (QTLS) status |
| 19 | Appointment Date | 49 | Date Of End Of Contract |

A more complete upload would also include these 'standard' fields:

- | | | | |
|----|--|----|---|
| 04 | Gender | 36 | Highest Qualification In The Main Area Of Teaching |
| 12 | Ethnicity | 37 | Highest Teaching And/Or Learning Support Qualification Held |
| 13 | Disability | 38 | Highest Specific Qualification Held For Teaching Maths/English/SEND |
| 16 | Proportion Providing Teaching And Promoting Learning | 44 | Engaged In Offender Learning |
| 17 | Proportion Supporting Teaching And Learning | 47 | Highest Enrolled Teaching And/Or Learning Support Qualification |
| 18 | Proportion Providing Other Support | | |
| 26 | Annual Pay | | |

Finally, a complete upload that gives your organisation maximum value from the data dashboards would also include these 'expert' fields:

- | | |
|----|---|
| 35 | Sexual Orientation |
| 39 | Hours Of CPD Per Year |
| 45 | Proportion Providing Community Learning |
| 46 | Engaged In SEND Teaching And/Or Learner Support |

Step 3: Collect your data and prepare your SIR26 file

Gather together the data you've decided to upload. You may well need to paste the final set of data into the upload template from several other spreadsheets.

There are some key points to note before you start to assemble the file for upload:

1. Each row in the SIR26 data file represents 1 staff contract.
2. One member of staff may have multiple contracts during the academic year; each contract becomes a separate row in the upload file but the 'staff level' data fields (Gender, Date of Birth etc) are duplicated across each row.
3. Many of the fields require values from corresponding lists of valid SIR26 codes. These codes can be found in the latest version of the SIR26 data specification.
4. Don't delete the columns or headings for the field you can't upload; just leave empty cells where data is missing.
5. You can rename the SIR26 template file prior to upload.

Step 4: Upload the file into the SIR data collection system and then review any errors

Login to the SIR data collection system and go to the 'Upload SIR' page.

The system will give you feedback on any errors in your file after upload and you can either choose to fix the errors offline and then re-upload or fix them within the SIR input editor. Our recommendation is that you download the error report and then fix the errors in your upload file and associated source(s) before re-uploading the file.

Support

If you have any queries about uploading your data or any other aspects of your SIR submission, please contact our friendly helpdesk service either by telephone on **0345 833 9040**, available Monday to Friday from 9.00am-5.00pm, or by email: support@sirdatainsights.org.uk