

DATA UPLOAD 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.

How do I upload workforce data into SIR Data Insights?

There are three ways of doing this:

1. Using the SIR spreadsheet template.
2. Using an export from your HR system.
3. Adding data directly to the system (if you have a small number of staff).

1. Using the SIR spreadsheet template

If you need to assemble data from different sources, you may prefer to use the spreadsheet template provided on the SIR Data Insights service. You can find the SIR26 MS Excel template on the link below:

www.sirdatainsights.org.uk/docs/sir26_upload_template.xlsx

The template has been designed to make it as easy as possible to add staff data and is pre-populated with lists of valid data for many of the SIR26 data fields.

The important steps if you want to use the SIR26 MS Excel template are:

- Read the instructions on the front worksheet and check the column headings carefully. The headings tell you what data you need to collect for the upload and include important guidance about valid data formats.
- Export as much data as you can from your HR and other admin systems and then paste it into the template.
- Complete as many data fields as you can as this will help to populate your management dashboards and provide a better evidence base for national reporting and benchmarks.
- Check the SIR error report after the upload; you can print a copy of the error report and then re-upload your revised SIR26 data at any time during the upload window.

2. Using an export from your HR system

You may have an HR system that exports SIR26 data as either a fixed width .date file, an xml file or a .csv file. SIR26 will accept any of these file formats; you simply run a SIR26 report export from your HR system and then upload the file into SIR26 at any time during the August-October upload window.

If you are unsure whether your HR system provides a SIR26 data export facility, please contact your HR system supplier and ask if it supports SIR26. You may want to send them the data specification which is available here:

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

If you do not have a SIR26-compatible HR system, you can just use the SIR26 spreadsheet template described in option 1 above.

3. Adding data directly to the system

If you have a very small number of staff, you can enter data directly into the system without preparing an upload file. You do this by using the “Add New” functionality in SIR Data Insights to create SIR26 records. The “Add New” option allows you to create staff and associated contact records one at a time and gives you immediate feedback on errors in data and missing fields.

If you decide to use this option, you will need to take the following steps:

- Gather together the data that you want to submit. If you are unsure what data you need to prepare for upload, you can find out from the data specification here:
www.sirdatainsights.org.uk/docs/ETF-SIR26-Data-Specification-v1.0.pdf
- Please note, not all fields are mandatory but the more you can complete, the better quality of information you can get out of the system.
- Login to SIR Data Insights and go to the “Manage Staff” area of the system. Use the “Add New” function to add your staff and associated contract data.

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