



Skills for Learning Professionals

# LLUK FE Sector Workforce Data Collection Data field Specification 07/08 data

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## **1 SIR16 data collection and LLUK**

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Lifelong Learning UK (LLUK) has recently taken over management of the Staff Individualised Record (SIR) data from the Learning and Skills Council (LSC). From the academic collection year 2007/08 LLUK will conduct the workforce data collection, cleansing and analysis exercise through a new workforce data collection system (WDCS) designed for and delivered to training providers in the FE sector.

### **1.1 Background to the SIR**

Each year learning providers in the FE sector return data about staff employed during the previous academic year. The LLUK uses this data to implement government targets and for other statistical purposes.

Over the years SIR data has enabled:

- learning and skills sector stakeholders to obtain data for statistical analysis;
- implementation of the Government's "Success for All (S4A)" agenda. Accurate and complete staff data are central to monitoring and managing improvements in the qualifications level of the post 16 workforce;
- analysis of trends for the sector as a whole; and
- compliance with requests from the Secretary of State for Education and Skills for information and advice about the sector.

### **1.2 SIR16**

From 2007, LLUK have had overall responsibility for the SIR data collection process. The SIR15 (in 2007) was a full replication of LSC's SIR14, both in terms of the data specification and the collection process. SIR16 (in 2008) will realise a new workforce data collection system supported by a new field structure and submission mechanisms. This same schema and collection system will be utilised for the foreseeable future. This may be added to and amended following feedback from the SIR16 collection and subsequent to requests from learning and skills sector stakeholders.

LLUK's new responsibility and developments of the SIR will have the following benefits:

- Enable the sector to identify where skills gaps and shortages exist, allowing for better recruitment planning and to provide evidence for Government investment in the professionalisation of staff.
- Provide evidence to support stakeholders in meeting their statutory responsibilities regarding race, equality and diversity.
- Providers will see their data summarised and compared to the sector as a whole and to their last year's submission.

This document contains the final specification of staff data to be returned by learning providers to LLUK for 2007/08 (and subsequent teaching years). Detailed information about the data requested, the structure of the return and format have been included. Definition of terms used in this manual can be found at annex B. A glossary of acronyms can be found at annex C.

## 2 SIR collection: scope and process

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### 2.1 Scope

The SIR covers all staff working in the FE sector. For 2007/08 the return has been extended to include all FE learning providers, i.e. FE colleges, Adult Community Learning (ACL) and Work-Based Learning (WBL).

#### 2.1.1 SIR16 Coverage

The SIR16 (for 2007/08) collects data about staff employed by learning providers in the FE sector. Full records are requested for all staff that worked at least 15 hours during the whole of the 2007/08 teaching year.

Specifically SIR16 return should include:

- all staff employed by the learning provider for a total of 15 hours or more during the 2007/08 teaching year (including administrative and support staff);
- staff supplied by an employment agency who provided teaching and/or promoted learning, for a total of 15 hours or more during the 2007/08 teaching year;
- self-employed staff that provided teaching and/or promoted learning for a total of 15 hours or more during the 2007/08 teaching year;

In addition to this, where a learning provider has a separate company, staff data are required if the accounts of that company are consolidated within the accounts of the learning provider.

The SIR16 should not include:

- staff who are either supplied by an employment agency or who are self-employed and are employed solely for the purposes of administrative or support duties;
- any staff who left the employment of the learning provider prior to 01/08/2007;
- any staff not employed for a total of at least 15 hours during the whole of the 2007/08 teaching year.

#### 2.1.2 Multiple Contracts

Where staff have more than one contract, data must be returned in multiple records, one record for each of the contracts currently held by any one particular member of staff.

The information provided should reflect the totality of work undertaken for the learning provider by the member of staff.

Where multiple records are used each additional record should be identified using a sequential number entered in the 'multiple contract number' field, e.g. first record '1', additional record '2'. A maximum of 9 contract records is permitted for each member of staff.

The maximum number of records for any given member of staff is nine. Where there are significant numbers of contracts held by staff (i.e. more than nine), learning providers should summarise the totality of activity undertaken by the member of staff and return a single record summarising that activity.

### **2.1.3 Additional data requirements**

One form associated with the SIR16 collection is held as a web form on the LLUK's Workforce Data Collection system. This is the 'Definition of full-time' form. Instructions will be made available on LLUK's website before the collection's start date ([http://www.lluk.org/research/sir\\_data\\_collection.html](http://www.lluk.org/research/sir_data_collection.html)).

This form will be set as a task for all the providers to complete after the submission of their data. It will be auto-populated with the categories of work existing in the provider's return. Learning providers must complete a definition of 'Number of hours per week' and 'Number of weeks per year (including holidays)' for all the types of category work detailed in their final submission. The number of hours per year will be automatically calculated.

## **2.2 SIR16 Process**

The SIR16 will be collected using the newly developed WDCS. The learning providers will be supported throughout the return by the Texunatech helpdesk, who will be available to respond on any queries relating to the data fields requested, data collection processes and/or the uploading of files into the WDCS.

### **2.2.1 Timetable**

The SIR16 collection will open on 01/08/2008 and providers will be expected to submit, validate and sign-off their return by 01/11/2008.

The data collection reference date is the 31/07/2008 (end of the collection year).

### **2.2.2 Workflow**

The collection process itself is expected to be an iterative process of data submission and cleansing. FE learning providers may update data within the HR system itself, create a new extract and resubmit their SIR return. Alternatively they may update records via the WDCS. The flow diagram below describes the process a learning provider would undertake to submit, verify and sign-off the SIR16.

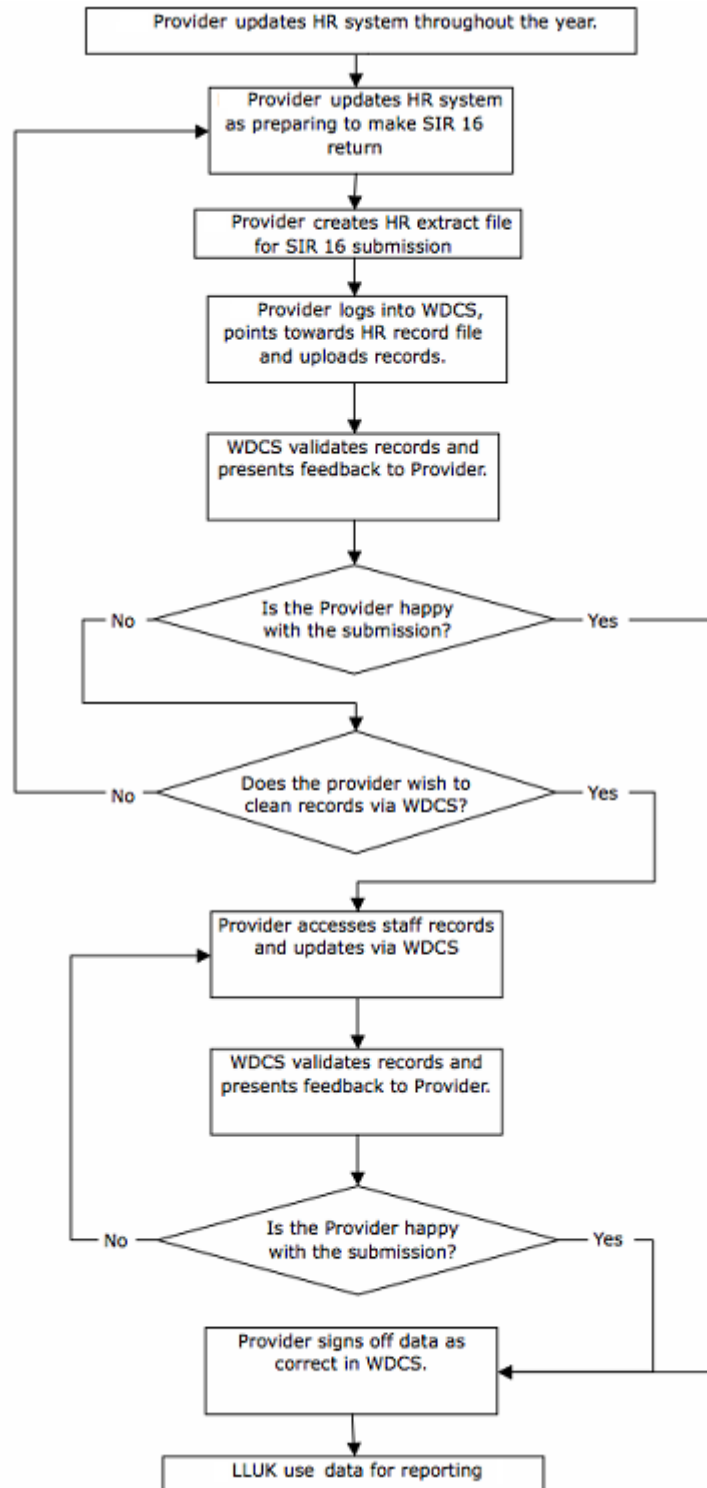


Figure 1: FE SIR16 data collection workflow

## 2.2.3 Method of submission

Returns should consist of a file containing valid SIR data (file described in section 4) and the 'definition of full-time' web form completed on the SIR system.

For the 2007/08 collection, an extracted datafile should be uploaded to the LLUK SIR data collection system. Datafiles can be uploaded directly to the SIR system (<https://sirdatacollection.lluk.org>).

The SIR system will validate learning providers' staff data and provide feedback on the status of their data.

Where learning providers use agency staff, any data prepared by the agency should be sent directly to the learning provider concerned, for amalgamation into a single learning provider extract. It should not be sent separately to LLUK.

SIR returns that do not meet the specifications set out in this manual will not be accepted. A further return in the correct format will be required.

## 2.2.4 Changes to submission

Aggregate record returns are no longer supported. Learning providers are required to complete individualised records for all staff, including those employed for less than 25% of full time and who worked a minimum of 15 hours in the relevant year.

Reduced records are no longer supported, a full record, as specified in this document, should be returned for every contract.

A summary record of staff ethnicity data is no longer supported. For all members of staff who do not wish their ethnicity to be known, learning providers should return an individualised record within their extract, coded with an ethnicity value of '97 – Prefer not to say'.

## 2.3 Data confidentiality

LLUK is registered with the Information Commissioner's Office (<http://www.ico.gov.uk/>); our reference number is Z9032279 (please, visit <http://www.ico.gov.uk/ESDWebPages/search.asp> and search for LLUK for details).

LLUK has also a data collection protocol that can be found at [http://www.lluk.org/research/sir\\_data\\_collection.html](http://www.lluk.org/research/sir_data_collection.html). This protocol has been developed by LLUK to enable formal agreements to be in place for the sharing of data between LLUK and its partners. The protocol provides information on how data is expected to be managed by both LLUK and its partners and contains guidelines to help ensure that data is shared, processed and managed with due regard for the Data Protection Act 1998 and associated legislation.

LLUK 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. Nevertheless, 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 LLUK.

## 3 SIR16 field format and data structure

### 3.1 Highlight of changes for SIR16

In summary, the following changes are present in the SIR16 record:

- 31 data fields are now present representing 5 new fields and 16 updated fields (updated reference values, field lengths and data types).
- Data requirements have been standardised, reduced records are not accepted and Teaching staff and Support staff records are treated identically. Full records are requested for all staff submitted in the SIR return.
- SIR field numbering has been updated.
- New submission file format (described in Section 4) and the removal of DBF and 'Other' field delimiting file formats.

### 3.2 SIR16 fields

The following table indicates the field requirements for the SIR.

SIR record code	SIR record field	Length	Type	Position	New or updated for 2007/08 record	Page
01	UKPRN	8	Numeric	1 -> 8	New Provider numbers, new field length.	12
02	Staff reference	12	Alphanumeric	9 -> 20	No change.	13
03	Multiple contract number	1	Numeric	21	No change.	14
04	Gender	1	Numeric	22	New reference values.	15
05	Date of birth	8	Date	23->30	No change.	16
06	Highest qualification	2	Numeric	31 -> 32	New field length, new reference values.	17
07	Teaching and FE qualification 1	2	Numeric	33 -> 34	New reference values.	19
08	Teaching and FE qualification 2	2	Numeric	35 -> 36	New reference values.	19
09	Teaching and FE qualification 3	2	Numeric	37 -> 38	New reference values.	19
10	Teaching and FE qualification 4	2	Numeric	39 -> 40	New reference values.	19
11	Training to teach learners with learning difficulties and/or disabilities (LLDD)	1	Numeric	41	Reduce record reference value removed.	21
12	Ethnicity	2	Numeric	42 -> 43	New reference values.	22
13	Disability	1	Numeric	44	New reference values.	24
14	Terms of employment	1	Numeric	45	New reference value.	25
15	Fraction of full-time	3	Numeric	46 -> 48	No change.	26
16	Proportion providing teaching and promoting learning	3	Numeric	49 -> 51	New name.	27
17	Proportion supporting teaching and learning	3	Numeric	52 -> 54	New name.	28
18	Proportion providing other support	3	Numeric	55 -> 57	New name.	29
19	Date of appointment	8	Date	58 -> 65	No change. (Previously SIR field 22)	30
20	Date of leaving	8	Date	66 > 73	No change. (Previously SIR field 24)	31
21	Highest enrolled teaching and/or learning support qualification	2	Numeric	74 ->75	New reference values. (Previously SIR field 25)	32

22	Qualified Teacher Status	1	Numeric	76	New reference values. (Previously SIR field 26)	34
23	Area of learning of highest qualification	2	Numeric	77 -> 78	New reference values. (Previously SIR field 27)	36
24	Area of learning of main subject taught	2	Numeric	79 -> 80	New reference values. (Previously SIR field 28)	38
25	Category of work	2	Numeric	81 -> 82	New reference values. (Previously SIR field 29)	40
26	Annual pay	3	Numeric	83 -> 85	New reference values. (Previously SIR field 30)	42
27	Teach 14-19: Proportion of contract delivered to 14-16 year olds	3	Numeric	86 -> 88	New.	45
28	Teach 14-19: Proportion of contract delivered to 16-19 year olds	3	Numeric	89 -> 91	New.	46
29	Hours of CPD per year towards teaching	3	Numeric	92 -> 94	New.	47
30	Hours of CPD per year towards other	3	Numeric	95 -> 97	New.	48
31	Skills for life	1	Numeric	98	New.	49

## 3.2.1 SIR field 01 – UKPRN

**Length:** 8

**Type:** Numeric

**Position in fixed width file:** 1 -> 8

**Justification:** N/A

**Associated row header for CSV format file:** UKPRN

**Description:** The provider number of the learning provider. It is used to allow the records to be identified and aggregated to the correct learning provider. UKPRN will be used for the first time in 2007/08 collection. Previously the 6 digit LSC provider number was used in all SIR data collections.

**New or update for SIR16 2007/08 record:** New provider numbers field values and new field length.

**Reason required:** The provider number will ensure that each record that is returned has a unique identifier. This number will enable data sharing across government departments and FE stakeholders.

**Valid entries:** Numeric character code between 10000000 and 99999999.  
NULL values are not permitted for this field.

**Note:** A learning provider's UKPRN (UK Provider Reference Number) can be obtained from the UKRLP (UK Register of Learning Providers) website: <http://www.ukrlp.co.uk/>

## 3.2.2 SIR field 02 – Staff reference

**Length:** 12

**Type:** Alphanumeric

**Position in fixed width file:** 9 -> 20

**Justification:** For .DAT flat files: Right justify with leading spaces.

**New or update for SIR16 2007/08 record:** No

**Associated row header for CSV format file:** Staff reference

**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. Combined with UKPRN and multiple contract number, the staff reference ensures that each staff individualised record has a unique identifier.

**Valid entries:** Any alphanumeric code that is unique to the member of staff.  
NULL values are not permitted for this field.

**Notes:**

- 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.

## 3.2.3 SIR field 03 - Multiple contract number

**Length:** 1

**Type:** Numeric

**Position in fixed width file:** 21

**Justification:** N/A

**New or update for SIR16 2007/08 record:** No

**Associated row header for CSV format file:** Multiple contract number

**Description:** An additional number to enable LLUK to distinguish between multiple records held by a single member of staff.

The SIR may contain more than one record on a particular member of staff, if more than one contract is held. The multiple contract number, combined with the UKPRN and the staff reference ensures that each record that is returned has a unique identifier.

**Valid entries:** Sequential number for each record held for a single member of staff (range 1 – 9).

NULL values are not permitted for this field.

**Note:**

- The maximum number of records for any given member of staff is nine. Where there are significant numbers of contracts held by staff (i.e. more than nine), learning providers should summarise the totality of activity undertaken by the member of staff and return a single record summarising that activity.

**Examples:**

A member of staff with three separate contracts will 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:

	<b>UKPRN</b>	<b>Staff reference</b>	<b>Multiple contract number</b>
record 1	10000001	00000132MECH	1
record 2	10000001	00000132MECH	2
record 3	10000001	00000132MECH	3

## 3.2.4 SIR field 04 – Gender

**Length:** 1

**Type:** Numeric

**Position in fixed width file:** 22

**Justification:** N/A

**New or update for SIR16 2007/08 record:** New reference values and new data type.

**Associated row header for CSV format file:** Gender

**Description:** The gender of the member of staff describing the gender profile of the workforce within the sector.

**Valid entries:**

<b>SIR16 Codes</b>	<b>Description</b>	<b><i>Previous codes (listed for mapping purposes only)</i></b>
1	Male	<i>M</i>
2	Female	<i>F</i>
8	Unknown	<b><i>NEW</i></b>
9	Rather not say	<b><i>NEW</i></b>

If the field is not populated (NULL), it should be populated in the fixed width file with one (1) SPACE character.

**Note:**

- 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.

## 3.2.5 SIR code 05 – Date of birth

**Length:** 8

**Type:** Date

**Position in fixed width file:** 23->30

**Justification:** Date format

**New or update for SIR16 2007/08 record:** No

**Associated row header for CSV format file:** Date of birth

**Description:** The date of birth of the member of staff. To describe the age profile of the workforce within the sector.

### Valid entries:

DDMMYYYY                      date pattern

DD (day)                        between 01 and 31

MM (month)                    between 01 and 12

YYYY (year)                    year

00000000                      NULL value

### Note:

- 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.

## 3.2.6 SIR field 06 – Highest qualification

**Length:** 2

**Type:** Numeric

**Position in fixed width file:** 31 -> 32

**Justification:** Right justify with zero fill to the left.

**New or update for SIR16 2007/08 record:** New field length to support new reference values. Reduced record support removed.

One to one mappings do not exist between previous SIR record and new SIR16 Highest qualification field values.

**Associated row header for CSV format file:** Highest qualification

**Description:** The highest qualification level which has been attained by the member of staff. The 2007/08 record includes the introduction of NQF levels.

### Valid entries:

<b>SIR 16 Codes</b>	<b>Description</b>	<b>Mapping with the FHEQ</b>	<b>Previous descriptions (listed for mapping purposes only)</b>
10	NQF Level 8	Doctorates	<b>NEW</b>
07	NQF Level 7	Masters degrees, Postgraduate certificates and diplomas	<b>NEW</b>
05	NQF Level 6	Bachelor degrees, graduate certificates and diplomas	Professional - first degree, further degree and above
06	NQF Level 5	Diplomas of higher education and further education, foundation degrees and higher national diplomas	<b>NEW</b>
04	NQF Level 4	Certificates of higher education	Higher technical - up to HND/HNC
03	NQF Level 3	Level 3 Certificate Level 3 NVQ A levels	Advanced - up to 2 A levels/OND/ONC
02	NQF Level 2	Level 2 Diploma Level 2 GCSEs Grades A*-C	Intermediate - up to 4 GCSEs (A-C)
01	NQF Level 1	Level 1 Certificate Level 1 NVQ GCSEs Grades D-G	Foundation - up to 4 GCSEs (D-G)
08	No formal qualifications		No formal qualifications
09	Unknown		Not known

If this field is not populated (NULL), it should be populated in the fixed width file with two (2) SPACE characters.

**Notes:**

- This field is now required by LLUK for all staff employed for 15 hours or more each year.
- 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 there is ambiguity about the NQF level to be selected, please use the lower of the NQF levels considered.

## 3.2.7 SIR field 07, 08, 09, 10 – Teaching and FE qualification fields 1-4

**Length:** 2 (occurs 4 times)

**Type:** Numeric

**Position in fixed width file:** 33 -> 34, 35 ->36, 37 ->38, 39 -> 40 respectively

**Justification:** Right justify with zero fill to the left.

**New or update for SIR16 2007/08 record:** New reference values.

One to one mappings between previous SIR record and new SIR16 'Teaching and FE qualifications' reference values exist, except for the new PTLLS, DTLLS and CTLLS qualifications.

**Associated row header for CSV format file:** 'Teaching and FE qualification 1' or 'Teaching and FE qualification 2' or 'Teaching and FE qualification 3' or 'Teaching and FE qualification 4' dependent if SIR field 07, 08, 09, 10 respectively.

**Description:** Details of teaching and FE qualifications held by the member of staff. This data will be used to monitor progress towards teaching staff qualifications targets as set out in "Success for All (S4A)". Up to four codes may be entered in whichever order the learning provider thinks appropriate.

### Valid entries:

<b>SIR16 Codes</b>	<b>Description</b>	<b>Previous codes (listed for mapping purposes only)</b>
01	BEd/BA/BSc with concurrent qualified teacher status	<i>BEd/BA/BSc with concurrent qualified teacher status</i>
02	Certificate of Education	<i>Certificate of Education</i>
03	Level 3 Teaching Qualification (e.g. CG 7303)	<i>Level 3 teaching qualification (Including C&amp;G 730)</i>
04	PGCE	<i>PGCE</i>
05	Learning and Development Awards (inc. predecessor TDLB awards)	<i>Learning and Development Awards (inc. predecessor TDLB awards)</i>
06	Level 4 FE Teaching Qualification - Stage 1	<i>Level 4 FE Teaching Qualification - Stage 1</i>
07	Level 4 FE Teaching Qualification - Stage 2	<i>Level 4 FE Teaching Qualification - Stage 2</i>
08	Level 4 FE Teaching Qualification - stage 3	<i>Level 4 FE Teaching Qualification - stage 3</i>
11	PTLLS	<b>NEW</b>
12	CTLLS	<b>NEW</b>
13	DTLLS	<b>NEW</b>
51	Teaching support qualification at NQF level 3	<i>qualification at NVQ level 3 related to the main role of staff supporting teaching and other support staff</i>

52	Teaching support with professional qualification at NQF level 4 or above	<i>professional qualification at NVQ level 4 or above related to the main role of staff supporting teaching and other support staff</i>
97	No further qualification on the above list	<i>no further qualification on the above list</i>
98	Non-SVUK Endorsed	<i>other teaching qualification not included on the above list</i>
99	Unknown	<i>Unknown</i>

If any of these fields are not populated (NULL), please populate in the fixed width file with two (2) SPACE characters for each NULL value.

**Notes:**

- This field should be populated for all teaching staff and for all other staff employed for 15 hours or more each year.
- If 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.
- Up to four codes may be entered in whichever order the learning provider thinks appropriate. A code must be entered in each field. Code 97 should only appear in fields 08, 09 or 10.
- A BA or BSc should only be included as a teacher training qualification if it entitles the holder to Qualified Teacher Status following a probationary period.
- Where a member of staff has both teaching and FE qualifications, teaching qualifications should take priority. Please refer to the Standards Verification UK website at <http://www.standardsverificationuk.org/> for information regarding the order of recognition of qualifications

## 3.2.8 SIR field 11 - Training to teach learners with learning difficulties and/or disabilities (LLDD)

**Length:** 1

**Type:** Numeric

**Position in fixed width file:** 41

**Justification:** N/A

**New or update for SIR16 2007/08 record:** Reduce record reference value removed ('0 - field not required' is no longer expected).

**Associated row header for CSV format file:** Training to teach learners with learning difficulties and/or disabilities (LLDD)

**Description:** Whether or not the member of staff has received training to teach learners with learning difficulties and/or disabilities.

### Valid entries:

SIR16 Codes	Description
1	Training received
2	Training not received
8	Not Applicable
9	Not known

If this field is not populated (NULL), it should be populated in the fixed width file with one (1) SPACE character.

### Notes:

- If 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.
- Since 2004/05 the data in this field has not been used by the LSC for analysis. LLUK have reinstated this field for collection.

## 3.2.9 SIR field 12 – Ethnicity

**Length:** 2

**Type:** Numeric

**Position in fixed width file:** 42 -> 43

**Justification:** Right justify with zero fill to the left.

**New or update for SIR16 2007/08 record:** New reference values

**Associated row header for CSV format file:** Ethnicity

**Description:** The ethnic origin of the member of staff, as defined by the member of staff. Used to describe the ethnicity profile of the workforce within the sector.

### Valid entries:

<b>SIR16 Codes</b>	<b>Description</b>	<b>Previous codes (listed for mapping purposes only)</b>
11	Asian or Asian British – Bangladeshi	11 - Asian or Asian British – Bangladeshi
12	Asian or Asian British – Indian	12 - Asian or Asian British – Indian
13	Asian or Asian British – Pakistani	13 - Asian or Asian British – Pakistani
14	Asian or Asian British – any other	14 - Asian or Asian British – any other Asian background
15	Black or Black British – African	15 - Black or Black British – African
16	Black or Black British – Caribbean	16 - Black or Black British – Caribbean
17	Black or Black British – any other	17 - Black or Black British – any other Black background
18	Chinese	18 - Chinese
19	Mixed – White and Asian	19 - Mixed – White and Asian
20	Mixed – White and Black African	20 - Mixed – White and Black African
21	Mixed – White and Black Caribbean	21 - Mixed – White and Black Caribbean
22	Mixed – any other	22 - Mixed – any other Mixed background
23	White – British	23 - White – British
24	White – Irish	24 - White – Irish
25	White – any other	25 - White – any other White background
26	White - Other European	<b>NEW</b>
97	Prefer not to say	<b>NEW</b>
98	Any other	98 - Any other
99	Not known	99 - Not known/not provided

If this field is not populated (NULL), it should be populated in the fixed width file with two (2) SPACE characters.

**Note:**

- 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.

## 3.2.10 SIR field 13 – Disability

**Length:** 1

**Type:** Numeric

**Position in fixed width file:** 44

**Justification:** N/A

**New or update for SIR16 2007/08 record:** New reference values, Reduced record support removed. Note that one to one mappings do not exist between previous SIR record and SIR16 2007/08 Disability reference values.

**Associated row header for CSV format file:** Disability

**Description:** Whether the member of staff has a disability, as defined by the member of staff. Used to monitor the distribution of disability amongst sector staff and support equal opportunities policy.

### Valid entries:

<b>SIR16 Codes</b>	<b>Description</b>	<b>Previous codes (listed for mapping purposes only)</b>
1	Yes - rather not say	Yes
2	Yes - physical impairment	<b>New</b>
3	No	No
4	Yes - learning difficulty	<b>New</b>
5	Yes - mental ill health	<b>New</b>
6	Prefer not to say	<b>New</b>
9	Unknown	<i>Not known</i>

If this field is not populated (NULL), it should be populated in the fixed width file with one (1) SPACE character.

### Note:

- 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.

## 3.2.11 SIR field 14 - Terms of employment

**Length:** 1

**Type:** Numeric

**Position in fixed width file:** 45

**Justification:** N/A

**New or update for SIR16 2007/08 record:** New reference value

**Associated row header for CSV format file:** Terms of employment

**Description:** Differentiates between staff on permanent contracts, staff on fixed-term contracts and casual staff.

### Valid entries:

<b>SIR16 Codes</b>	<b>Description</b>	<b><i>Previous codes (listed for mapping purposes only)</i></b>
1	Permanent staff	<i>1 - permanent staff</i>
2	Fixed term staff	<i>2 - fixed term staff</i>
3	Casual staff	<i>3 - casual staff</i>
4	Employed through an agency	<i>4 - teaching staff employed through an agency</i>
5	Self-employed	<i>5 - self-employed teaching staff</i>
9	Unknown	<b>NEW</b>

If this field is not populated (NULL), it should be populated in the fixed width file with one (1) SPACE character.

### Notes:

- All staff with temporary contracts should be classified as fixed-term staff.
- Supply teachers should be classified as casual staff, unless they are employed via an agency or self-employed.
- Teaching staff supplied through third parties, such as Protocol Professional, should be coded as '4', even if an individual's personal employment status is self-employed.

## 3.2.12 SIR field 15 – Fraction of full-time

**Length:** 3

**Type:** Numeric

**Position in fixed width file:** 46 -> 48

**Justification:** Right justify with zero fill to the left.

**New or update for SIR16 2007/08 record:** No

**Associated row header for CSV format file:** Fraction of full-time

**Description:** The proportion of full-time hours that the member of staff is contracted to work over the year. This is expressed as a percentage of the standard full-time hours over a year, for the particular type of employment as defined by the learning provider.

**Valid entries:** Between 000 and 200

If the field is not populated (NULL) it should be populated in the fixed width file with three (3) SPACE characters.

**Notes:**

- Full-time staff should be recorded as 100%. Full-time staff with an additional contract may be shown as greater than 100%
- It is not necessary to include overtime in the calculation of the fraction of full-time unless it is a contractual arrangement
- Learning providers were asked to inform the LSC annually of the number of contracted hours that they define as full-time for different types of staff. LLUK will continue with this process. For SIR16 this will take place via a form on the LLUK WDCS site.

## 3.2.13 SIR field 16 – Proportion providing teaching and promoting learning

**Length:** 3

**Type:** Numeric

**Position in fixed width file:** 49 -> 51

**Justification:** Right justify with zero fill to the left

**New or update for SIR16 2007/08 record:** No

**Associated row header for CSV format file:** Proportion providing teaching and promoting learning

**Description:** The proportion of time spent lecturing and teaching, preparing to lecture and teach, for example: preparing teaching material, and marking and assessing learners' work.

**Valid entries:** Percentage between 000 and 100

If the field is not populated (NULL) it should be populated in the fixed width file with three (3) SPACE characters

**Note:**

- Fields (16, 17 and 18) should be completed to the nearest 10% and, combined, must total 100%.

## 3.2.14 SIR field 17 – Proportion supporting teaching and learning

**Length:** 3

**Type:** Numeric

**Position in fixed width file:** 52 -> 54

**Justification:** Right justify with zero fill to the left.

**New or update for SIR16 2007/08 record:** No

**Associated row header for CSV format file:** Proportion supporting teaching and learning

**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 WBL learners.

**Valid entries:** Percentage between 000 and 100

If the field is not populated (NULL) it should be populated in the fixed width file with three (3) SPACE characters

**Note:**

- Fields (16, 17 and 18) should be completed to the nearest 10% and, combined, must total 100%.

## 3.2.15 SIR field 18 – Proportion providing other support

**Length:** 3

**Type:** Numeric

**Position in fixed width file:** 55 -> 57

**Justification:** Right justify with zero fill to the left.

**New or update for SIR16 2007/08 record:** No

**Associated row header for CSV format file:** Proportion providing other support

**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.

**Valid entries:** Percentage between 000 and 100

If the field is not populated (NULL) it should be populated in the fixed width file with three (3) SPACE characters

**Note:**

- Fields (16, 17 and 18) should be completed to the nearest 10% and, combined, must total 100%.

## 3.2.16 SIR field 19 - Date of appointment

**Length:** 8

**Type:** Date

**Position in fixed width file:** 58 -> 65

**Justification:** Date format

**New or update for SIR16 2007/08 record:** No (previously SIR field 22)

**Associated row header for CSV format file:** Date of appointment

**Description:** The date that the member of staff began their current period of continuous employment at the college

### Valid entries:

DDMMYYYY date pattern

DD (day) between 01 and 31

MM (month) between 01 and 12

YYYY (year) year

00000000 NULL value

### Note:

- Records for staff who were appointed after 31 July 2008 should not be returned.

## 3.2.17 SIR field 20 – Date of leaving

**Length:** 8

**Type:** Date

**Position in fixed width file:** 66 > 73

**Justification:** Date format

**New or update for SIR16 2007/08 record:** No (previously SIR field 24)

**Associated row header for CSV format file:** Date of leaving

**Description:** Date staff left learning provider/contract terminated.

### Valid entries:

DDMMYYYY date pattern

DD (day) between 01 and 31

MM (month) between 01 and 12

YYYY (year) year

00000000 NULL value

### Notes:

- The following definitions of 'ceased employment' should be used for staff:

Staff type	Definition
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 still in employment and also for those terminating their employment after 31 July 2008 should have an entry of 00000000 in this field.
- Records for staff terminating their employment prior to 1 August 2007 are not to be returned.

## 3.2.18 SIR field 21 – Highest enrolled teaching and/or learning support qualification

**Length:** 2

**Type:** Numeric

**Position in fixed width file:** 74 ->75

**Justification:** Right justify with zero fill to the left.

**New or update for SIR16 2007/08 record:** New reference values (previously SIR field 25).

**Associated row header for CSV format file:** Highest enrolled teaching and/or learning support qualification

**Description:** Details of highest teaching and/or learning support qualification on which member of staff is enrolled.

### Valid entries:

<b>SIR16 Codes</b>	<b>Description</b>	<b>Previous codes (listed for mapping purposes only)</b>
01	BEd/BA/BSc with concurrent qualified teacher status	<i>BEd/BA/BSc with concurrent qualified teacher status</i>
02	Certificate of Education	<i>Certificate of Education</i>
03	Level 3 Teaching Qualification (e.g. CG 7303)	<i>Level 3 teaching qualification (Including C&amp;G 730)</i>
04	PGCE	<i>PGCE</i>
05	Learning and Development Awards (inc. predecessor TDLB awards)	<i>Learning and Development Awards (inc. predecessor TDLB awards)</i>
06	Level 4 FE Teaching Qualification - Stage 1	<i>Level 4 FE Teaching Qualification - Stage 1</i>
07	Level 4 FE Teaching Qualification - Stage 2	<i>Level 4 FE Teaching Qualification - Stage 2</i>
08	Level 4 FE Teaching Qualification - stage 3	<i>Level 4 FE Teaching Qualification - stage 3</i>
11	PTLLS	<b>NEW</b>
12	CTLLS	<b>NEW</b>
13	DTLLS	<b>NEW</b>
51	Teaching support qualification at NQF level 3	<b>NEW</b>
52	Teaching support with professional qualification at NQF level 4 or above	<b>NEW</b>
97	Member of teaching staff not enrolled on any qualification	<i>Member of teaching staff not enrolled on any qualification in above list</i>
98	Non-SVUK Endorsed	<i>other teaching qualification not listed above</i>
99	Unknown	<b>NEW</b>

If the field is not populated (NULL) it should be populated in the fixed width file with two (2) SPACE characters

**Notes:**

- Where a member of staff is enrolled on more than one qualification, the highest teaching qualification should be recorded. Please refer to the Standards Verification UK website at <http://www.standardsverificationuk.org/> for information regarding the order of recognition of qualifications.
- A NULL value should be recorded where a member of staff does not undertake any teaching. That is where field 16, 'Providing teaching and promoting learning', is set to zero.
- 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.

## 3.2.19 SIR field 22 – Qualified teacher status

**Length:** 1

**Type:** Numeric

**Position in fixed width file:** 76

**Justification:** N/A

**New or update for SIR16 2007/08 record:** New reference values (previously SIR field 26).

**Associated row header for CSV format file:** Qualified Teacher Status

**Description:** Whether or not the member of staff has qualified teacher status.

**Valid entries:**

<b>SIR16 Codes</b>	<b>Description</b>	<b>Previous codes (listed for mapping purposes only)</b>
1	Qualified Teacher Status (QTS)	<i>Member of staff has qualified teacher status</i>
2	No qualification	<i>Member of staff does not have qualified teacher status</i>
3	Qualified Teacher Status (QTLS)	<b>NEW</b>
4	Qualified Teacher Status (PRLS)	<b>NEW</b>
5	Qualified Teacher Status (GPRLS)	<b>NEW</b>
6	Qualified Teacher Status (ATLS)	<b>NEW</b>
7	Other professional training/teaching qualification	<b>NEW</b>
8	Not applicable (teaching support staff or other support staff)	<i>Not applicable (use only for teaching support staff and other support staff)</i>
9	Unknown (use for teaching staff only)	<i>College has been unable to establish whether member of staff has qualified teacher status (use for teaching staff only).</i>

If the field is not populated (NULL) it should be populated in the fixed width file with one (1) SPACE character.

**Note:**

- 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.
- This field is compulsory for all teaching staff and may optionally be supplied for staff supporting teaching and other support staff.

**Definitons:**

- **QTS** – Qualified Teacher Status.
- **QTLS** – Qualified Teacher Learning & Skills.

- **ATLS** – Associate Teacher Learning & Skills.
- **PRLS** – Professional Recognition Learning & Skills.
- **GPRLS** – General Professional Recognition Learning & Skills.
- There will be two categories of Licensed Practitioners, corresponding to the new teaching roles. The categories of Licensed Practitioner are **QTLS** and **ATLS**. Please consult the Institute for Learning at <http://www.ifl.ac.uk/> for details.
- There are arrangements for transition from previous Qualified Teacher Status and other professional recognition arrangements. For those who do not qualify for the licensed status (QTLS or ATLS), there are alternative recognition paths. These are **PRLS** and **GPRLS**. Please consult Standards Verification UK at <http://www.standardsverificationuk.org/> for details.

## 3.2.20 SIR field 23 - Area of learning of highest qualification

**Length:** 2

**Type:** Numeric

**Position in fixed width file:** 77 -> 78

**Justification:** Right justify with zero fill to the left.

**New or update for SIR16 2007/08 record:** New reference values (previously SIR field 27).

**Associated row header for CSV format file:** Area of learning of highest qualification

**Description:** Details of the area of learning of the highest qualification held by the member of staff.

### Valid entries:

SIR16 Codes	Description
01	Science and Mathematics
02	Land Based Provision
03	Construction
04	Engineering, Technology and Manufacturing
05	Business Administration, Management and Professional
06	ICT
07	Retailing, Customer Service and Transportation
08	Hospitality, Sports, Leisure and Travel
09	Hairdressing and Beauty Therapy
10	Health, Social Care and Public Services
11	Visual and Performing Arts and Media
12	Humanities
13	English, Languages and Communication
14	Foundation Programmes
80	Teaching staff lower than NQF level 4
99	Not a member of staff providing teaching and promoting learning
98	Unknown

If the field is not populated (NULL) it should be populated in the fixed width file with two (2) SPACE characters.

### 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.

- Since 2004/05 the data in this field has not been used by the LSC for analysis. LLUK has now reinstated this field for collection.

## 3.2.21 SIR field 24 - Area of learning of main subject taught

**Length:** 2

**Type:** Numeric

**Position in fixed width file:** 79 -> 80

**Justification:** Right justify with zero fill to the left.

**New or update for SIR16 2007/08 record:** New reference values (previously SIR field 28).

One to one mappings do not exist between previous SIR record and new SIR16 Area of learning of main subject taught reference values.

**Associated row header for CSV format file:** Area of learning of main subject taught

**Description:** Details of the area of learning of the main subject taught by the member of staff.

### Valid entries:

SIR16 Codes	Description
01	Science and Mathematics
02	Land Based Provision
03	Construction
04	Engineering, Technology and Manufacturing
05	Business Administration, Management and Professional
06	ICT
07	Retailing, Customer Service and Transportation
08	Hospitality, Sports, Leisure and Travel
09	Hairdressing and Beauty Therapy
10	Health, Social Care and Public Services
11	Visual and Performing Arts and Media
12	Humanities
13	English, Languages and Communication
14	Foundation Programmes
80	Teaching staff lower than NQF level 4
99	Not a member of staff providing teaching and promoting learning
98	Unknown

If the field is not populated (NULL) it should be populated in the fixed width file with two (2) SPACE characters.

**Notes:**

- For teaching staff this field must be completed using entries between 01 and 14 or 80.
- 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.
- 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.

## 3.2.22 SIR field 25 – Category of work

**Length:** 2

**Type:** Numeric

**Position in fixed width file:** 81 -> 82

**Justification:** Right justify with zero fill to the left.

**New or update for SIR16 2007/08 record:** New reference values (previously SIR field 29).

One to one mappings exist in the most part between previous SIR record and new SIR16 category of work reference values.

**Associated row header for CSV format file:** Category of work

**Description:** Details of the category of work.

**Valid entries:**

SIR16 Codes	Description
01	College administrator/manager
02	Centre (sub_college) administrator
03	Finance administrator/manager (bursar)
04	Librarian
05	Marketing administrator/manager
06	Computer/database manager
07	Estate/site manager
08	Other administrator/manager
09	Chief Executive
10	Director
11	College Principal
12	Other senior management
21	Careers officer
22	Student coordinator
23	Admissions coordinator
24	Examinations coordinator
25	Sports centre manager
26	Finance officer
27	Personnel officer
28	Adult education administrator
29	Assistant librarian
30	Office manager
31	Principal's secretary/personnel assistant
32	Other administrative/professional staff
41	Computer/database officer
42	Computer technician

43	Reprographics manager
44	Senior laboratory/workshop technician
45	Laboratory/workshop technician
46	Arts technician
47	Audio/video technician
48	Other technical staff
49	Learning support technician
61	Word processor operator/clerical assistant
62	Administrative assistant
63	Secretary
64	Receptionist/telephonist
65	Finance assistant
66	Personnel assistant
67	Library assistant
68	Exams assistant
69	Admissions assistant
70	Reprographics assistant
71	Other clerical/secretarial staff
81	Caretaker
82	Site assistant
83	Security officer
84	Maintenance staff e.g. electrician, plumber
85	Learning support assistant
86	Nurse (including nursery nurse)
87	Nursery/creche assistant
88	Catering manager
89	Catering assistant
90	Gardener/grounds person
91	Cleaner
92	Other service staff
96	Unknown
97	Trainer
98	Assessor/verifier
99	Lecturer/Tutor

If the field is not populated (NULL) it should be populated in the fixed width file with two (2) SPACE characters.

## 3.2.23 SIR field 26 – Annual pay

**Length:** 3

**Type:** Numeric

**Position in fixed width file:** 83 -> 85

**Justification:** Right justify with zero fill to the left.

**New or update for SIR16 2007/08 record:** New reference values, new field length (previously SIR field 30).

**Associated row header for CSV format file:** Annual pay

**Description:** Annual pay for the tax year 2007/08.

**Valid entries:**

<b>SIR16 Codes</b>	<b>Description</b>	<b>Previous codes (listed for mapping purposes only)</b>
001	£0 to £1,999	01 - £0 to £1,999
002	£2,000 to £2,999	02 - £2,000 to £2,999
003	£3,000 to £3,999	03 - £3,000 to £3,999
004	£4,000 to £4,999	04 - £4,000 to £4,999
005	£5,000 to £5,999	05 - £5,000 to £5,999
006	£6,000 to £6,999	06 - £6,000 to £6,999
007	£7,000 to £7,999	07 - £7,000 to £7,999
008	£8,000 to £8,999	08 - £8,000 to £8,999
009	£9,000 to £9,999	09 - £9,000 to £9,999
010	£10,000 to £10,999	10 - £10,000 to £10,999
011	£11,000 to £11,999	11 - £11,000 to £11,999
012	£12,000 to £12,999	12 - £12,000 to £12,999
013	£13,000 to £13,999	13 - £13,000 to £13,999
014	£14,000 to £14,999	14 - £14,000 to £14,999
015	£15,000 to £15,999	15 - £15,000 to £15,999
016	£16,000 to £16,999	16 - £16,000 to £16,999
017	£17,000 to £17,999	17 - £17,000 to £17,999
018	£18,000 to £18,999	18 - £18,000 to £18,999
019	£19,000 to £19,999	19 - £19,000 to £19,999
020	£20,000 to £20,999	20 - £20,000 to £20,999
021	£21,000 to £21,999	21 - £21,000 to £21,999
022	£22,000 to £22,999	22 - £22,000 to £22,999
023	£23,000 to £23,999	23 - £23,000 to £23,999
024	£24,000 to £24,999	24 - £24,000 to £24,999
025	£25,000 to £25,999	25 - £25,000 to £25,999
026	£26,000 to £26,999	26 - £26,000 to £26,999
027	£27,000 to £27,999	27 - £27,000 to £27,999
028	£28,000 to £28,999	28 - £28,000 to £28,999
029	£29,000 to £29,999	29 - £29,000 to £29,999

030	£30,000 to £30,999	30 - £30,000 to £30,999
031	£31,000 to £31,999	31 - £31,000 to £31,999
032	£32,000 to £32,999	32 - £32,000 to £32,999
033	£33,000 to £33,999	33 - £33,000 to £33,999
034	£34,000 to £34,999	34 - £34,000 to £34,999
035	£35,000 to £35,999	35 - £35,000 to £35,999
036	£36,000 to £36,999	36 - £36,000 to £36,999
037	£37,000 to £37,999	37 - £37,000 to £37,999
038	£38,000 to £38,999	38 - £38,000 to £38,999
039	£39,000 to £39,999	39 - £39,000 to £39,999
040	£40,000 to £40,999	40 - £40,000 to £40,999
041	£41,000 to £41,999	41 - £41,000 to £41,999
042	£42,000 to £42,999	42 - £42,000 to £42,999
043	£43,000 to £43,999	43 - £43,000 to £43,999
044	£44,000 to £44,999	44 - £44,000 to £44,999
045	£45,000 to £45,999	45 - £45,000 to £45,999
046	£46,000 to £46,999	46 - £46,000 to £46,999
047	£47,000 to £47,999	47 - £47,000 to £47,999
048	£48,000 to £48,999	48 - £48,000 to £48,999
049	£49,000 to £49,999	49 - £49,000 to £49,999
050	£50,000 to £50,999	50 - £50,000 to £50,999
051	£51,000 to £51,999	51 - £51,000 to £51,999
052	£52,000 to £52,999	52 - £52,000 to £52,999
053	£53,000 to £53,999	53 - £53,000 to £53,999
054	£54,000 to £54,999	54 - £54,000 to £54,999
055	£55,000 to £55,999	55 - £55,000 to £55,999
056	£56,000 to £56,999	56 - £56,000 to £56,999
057	£57,000 to £57,999	57 - £57,000 to £57,999
058	£58,000 to £58,999	58 - £58,000 to £58,999
059	£59,000 to £59,999	59 - £59,000 to £59,999
060	£60,000 to £60,999	60 - £60,000 to £60,999
061	£61,000 to £61,999	61 - £61,000 to £61,999
062	£62,000 to £62,999	62 - £62,000 to £62,999
063	£63,000 to £63,999	63 - £63,000 to £63,999
064	£64,000 to £64,999	64 - £64,000 to £64,999
065	£65,000 to £65,999	65 - £65,000 to £65,999
066	£66,000 to £66,999	66 - £66,000 to £66,999
067	£67,000 to £67,999	67 - £67,000 to £67,999
068	£68,000 to £68,999	68 - £68,000 to £68,999
069	£69,000 to £69,999	69 - £69,000 to £69,999
070	£70,000 to £70,999	70 - £70,000 to £70,999
071	£71,000 to £71,999	71 - £71,000 to £71,999
072	£72,000 to £72,999	72 - £72,000 to £72,999
073	£73,000 to £73,999	73 - £73,000 to £73,999
074	£74,000 to £74,999	74 - £74,000 to £74,999
075	£75,000 to £75,999	75 - £75,000 or More
076	£76,000 to £76,999	NEW
077	£77,000 to £77,999	NEW
078	£78,000 to £78,999	NEW
079	£79,000 to £79,999	NEW
080	£80,000 to £80,999	NEW
081	£81,000 to £81,999	NEW
082	£82,000 to £82,999	NEW

083	£83,000 to £83,999	NEW
084	£84,000 to £84,999	NEW
085	£85,000 to £85,999	NEW
086	£86,000 to £86,999	NEW
087	£87,000 to £87,999	NEW
088	£88,000 to £88,999	NEW
089	£89,000 to £89,999	NEW
090	£90,000 to £90,999	NEW
091	£91,000 to £91,999	NEW
092	£92,000 to £92,999	NEW
093	£93,000 to £93,999	NEW
094	£94,000 to £94,999	NEW
095	£95,000 to £95,999	NEW
096	£96,000 to £96,999	NEW
097	£97,000 to £97,999	NEW
098	£98,000 to £98,999	NEW
099	£99,000 to £99,999	NEW
100	£100,000 or more	NEW
101	Unknown	NEW

If the field is not populated (NULL) it should be populated in the fixed width file with three (3) SPACE characters.

**Notes:**

- Annual pay is the gross pay for work paid during the 2007/08 tax year (6 April 2007 to 5 April 2008). In most cases this is not the same as salary, it is the rate of pay at a particular moment in time.
- Where staff have received no pay for the 2007/08 tax year an entry of '001' should be recorded in this field. This may be the case for staff who started in March 2008 or later.
- Staff who are on multiple contracts may either record their pay for each contract for the 2007/08 tax year on each separate contract record or record their total pay for the 2007/08 tax year against the contract record that started first and use a value of '001' on all other records.
- 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.

## 3.2.24 SIR field 27 – Teach 14-19: Proportion of contract delivered to 14-16 year olds

**Length:** 3

**Type:** Numeric

**Position in fixed width file:** 86 -> 88

**Justification:** Right justify with zero fill to the left.

**New or update for SIR16 2007/08 record:** New

**Associated row header for CSV format file:** Teach 14-19: Proportion of contract delivered to 14-16 year olds (students in compulsory education).

**Description:** Proportion of contract that is spent specifically on the 14-16 year old age group.

**Valid entries:** Percentage between 000 and 100

If the field is not populated (NULL) it should be populated in the fixed width file with three (3) SPACE characters.

**Note:**

- Fields (27 and 28) should be completed to the nearest 10% and, combined, must total 100% or less

## 3.2.25 SIR field 28 - Teach 14-19: Proportion of contract delivered to 16-19 year olds

**Length:** 3

**Type:** Numeric

**Position in fixed width file:** 89 -> 91

**Justification:** Right justify with zero fill to the left.

**New or update for SIR16 2007/08 record:** New

**Associated row header for CSV format file:** Teach 14-19: Proportion of contract delivered to 16-19 year olds

**Description:** Proportion of contract that is spent specifically on the 16-19 year olds (students in post-compulsory education).

**Valid entries:** Percentage between 000 and 100

If the field is not populated (NULL) it should be populated in the fixed width file with three (3) SPACE characters.

**Note:**

- Fields (27 and 28) should be completed to the nearest 10% and, combined, must total 100% or less

## 3.2.26 SIR field 29 – Hours of CPD per year towards teaching

**Length:** 3

**Type:** Numeric

**Position in fixed width file:** 92 -> 94

**Justification:** Right justify with zero fill to the left.

**New or update for SIR16 2007/08 record:** New

**Associated row header for CSV format file:** Hours of CPD per year towards teaching

**Description:** Number of hours of continuing professional development per year undertaken for teaching purposes.

**Valid entries:** Value between 000 and 999

If the field is not populated (NULL) it should be populated in the fixed width file with three (3) SPACE characters.

Where hours of CPD is recorded as a floating point, such values should be rounded.

## 3.2.27 SIR field 30 – Hours of CPD per year towards other

**Length:** 3

**Type:** Numeric

**Position in fixed width file:** 95 -> 97

**Justification:** Right justify with zero fill to the left

**New or update for SIR16 2007/08 record:** New

**Associated row header for CSV format file:** Hours of CPD per year towards other

**Description:** Number of hours of continuing professional development per year undertaken for purposes other than teaching.

**Valid entries:** Value between 000 and 999

If the field is not populated (NULL) it should be populated in the fixed width file with three (3) SPACE characters.

Where hours of CPD is recorded as a floating point, such values should be rounded.

## 3.2.28 SIR field 31 – Skills for life qualifications

**Length:** 1

**Type:** Numeric

**Position in fixed width file:** 98

**Justification:** N/A

**New or update for SIR16 2007/08 record:** New

**Associated row header for CSV format file:** Skills for life

**Description:** Indicating that the staff member has skills for life qualifications.

### Valid entities:

SIR16 Codes	Description
3	Teacher/Subject Specialist, Level 4
2	Subject Support, Level 3
1	Adult Learner Support, Level 2

If the field is not populated (NULL) it should be populated in the fixed width file with one (1) SPACE character.

### Note:

- 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 Structure of SIR file and formats for submission

A learning provider's SIR submission should consist of 1 file. Three separate file formats for submission will be supported:

- Fixed width data type
- XML
- Comma Separated Values (CSV)

The SIR submission files will no longer require a footer. The SIR submission file will also not require a header row if the format is fixed width or XML. A file will require a header row if CSV is used (column headers for CSV are defined subsequently).

### File formats

#### Fixed length data type

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 and space.

The records must contain the fields, in the order and the length specified above in Section 3.2. Therefore all records must be 98 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.

Unlike previous returns a specific header/footer will not be required.

#### XML

XML (eXtensible Mark-up Language) is the emerging technical standard for data transfer and many systems are now adopting this. XML is being promoted as the standard for data transfer by MIAP as well as the e-Government Unit of the Cabinet Office. For these two reasons LLUK are introducing XML SIR file format submissions in SIR16. Please see the corresponding schema documentation (SIR16-fe-import.xsd) sent with this document.

#### CSV

The CSV file import will follow the naming and data type specification of the Fixed Length file with regards to field order. A Header row will be used as for column names, details of the column header values can be found below.

Header rows have been introduced to allow learning providers to easily manipulate SIR data submissions in desktop spreadsheet packages if required. A header row is only required for CSV files. The header row cell values are the defined SIR field names (from left to right):

Column	Column header	SIR field number
Column A	UKPRN	01
Column B	Staff reference	02
Column C	Multiple contract number	03

Column D	Gender	04
Column E	Date of birth	05
Column F	Highest qualification	06
Column G	Teaching and FE qualification 1	07
Column H	Teaching and FE qualification 2	08
Column I	Teaching and FE qualification 3	09
Column J	Teaching and FE qualification 4	10
Column K	Training to teach learners with learning difficulties and/or disabilities (LLDD)	11
Column L	Ethnicity	12
Column M	Disability	13
Column N	Terms of employment	14
Column O	Fraction of full-time	15
Column P	Proportion providing teaching and promoting learning	16
Column Q	Proportion supporting teaching and learning	17
Column R	Proportion providing other support	18
Column S	Date of appointment	19
Column T	Date of leaving	20
Column U	Highest enrolled teaching and/or learning support qualification	21
Column V	Qualified Teacher Status	22
Column W	Area of learning of highest qualification	23
Column X	Area of learning of main subject taught	24
Column Y	Category of work	25
Column Z	Annual pay	26
Column AA	Teach 14-19: Proportion of contract delivered to 14-16 year olds	27
Column AB	Teach 14-19: Proportion of contract delivered to 16-19 year olds	28
Column AC	Hours of CPD per year towards teaching	29
Column AD	Hours of CPD per year towards other	30
Column AE	Skills for life	31

## Filenames

A new, simpler format for the naming of files will be introduced in SIR16.

The format will follow the following specification:

- format: LLLLLLLYYYYMMDDHHMM.ext

Where:

- LLLLLLLL - is the provider number (for example 12345678)
- YYYYMMDDHHMM - is the date of preparation of the file (date format). eg, 9 August 2008 13:54 would be entered as 200808091354
- .ext – is the extension of the file, relevant to its type (.dat, .xml, .csv)

## Annex A – Validations

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Four types of Data validation routines exist for the WDCS:

- Single-field validations
- Cross-field validations
- Cross-record validations
- File validation

These validations will be run on the staff records. However, the absolute minimum required for a record to be imported into the WDCS is for a valid UKPRN and Staff Reference to be entered.

### A.1 Single field validations

Field name	Error
UKPRN	Field not completed (minimum requirement for a record to be uploaded) Entry not valid
Staff reference	Field not completed (minimum requirement for a record to be uploaded) Entry not valid
Multiple contract number	Field not completed (minimum requirement for a record to be uploaded) Entry not valid
Gender	Field not completed Code not valid
Date of birth	Field not completed Entry not valid The age on 01/08/2008 is less than 16 or greater than 100
Highest qualification	Field not completed Code not valid
Teaching and FE qualification fields 1-4	Fields not completed Code not valid

Field name	Error
Training to teach learners with learning difficulties and/or disabilities (LLDD)	Field not completed Code not valid
Ethnicity	Field not completed Code not valid
Disability	Field not completed Code not valid
Terms of employment	Field not completed Code not valid
Fraction of full-time	Field not completed Entry not valid
Proportion providing teaching and promoting learning	Field not completed Entry not valid
Proportion supporting teaching and learning	Field not completed Entry not valid
Proportion providing other support	Field not completed Entry not valid
Date of appointment	Field not completed Entry not valid The Date of appointment is beyond the Upper bound of collection period (i.e. for SIR 16 Date of appointment is greater than 31/07/2008).
Date of leaving	Field not completed Entry not valid The Date of leaving is before the Lower bound of collection period (for SIR 16, 01/08/2007) and beyond the Upper bound of collection period (for SIR 16, 31/07/2008)
Highest enrolled teaching qualification	Field not completed Code not valid
Qualified teacher status	Field not completed Code not valid

Field name	Error
Area of learning of highest qualification	Field not completed Code not valid
Area of learning of main subject taught	Field not completed Code not valid
Category of work	Field not completed Code not valid
Annual Pay	Field not completed Code not valid
Teach 14-19: Proportion of contract delivered to 14-16 year olds	Field not completed Entry not valid
Teach 14-19: Proportion of contract delivered to 16-19 year olds	Field not completed Entry not valid
Hours of CPD per year towards teaching	Field not completed Entry not valid
Hours of CPD per year towards other	Field not completed Entry not valid
Skills for life qualifications	Field not completed Code not valid

## A.2 Cross field validations

Field name	Error
UKPRN	Not all the records have the same UKPRN
Date of birth, Date of appointment	The age of the member of staff on the Date of Appointment is lower than 16 or greater than 100
Teaching and FE qualification field 1, 2, 3, 4, Category of work, Proportion providing teaching and promoting learning	Null value entered in all of the fields 'Teaching and FE qualification' but Category of Work is '99 - Lecturer/Tutor ', '98 - Assessor/verifier' or '97 - Trainer' and/or Proportion providing teaching and promoting learning is greater than 0.

Field name	Error
Teaching and FE qualifications 1,2,3,4	Codes 01, 02, 03, 04, 05, 06, 07, 08, 11, 12, 13, 51 or 52 used in more than one of the Teaching and FE qualifications fields.
Proportion providing teaching and promoting learning, Category of work	When value is=000 and the field 'Category of Work' is '99 - Lecturer/Tutor'.
Proportion providing teaching and promoting learning, Proportion supporting teaching and learning, Proportion providing other support.	The sum of fields Proportion providing teaching and promoting learning, Proportion supporting teaching and learning and Proportion providing other support is greater than 0 but less than 100.
Date of leaving, Date of appointment	The Date of leaving is before the Date of appointment.
Qualified Teacher Status, Category of work, Proportion providing teaching and promoting learning.	When Qualified Teacher Status value = '8 - Not applicable (teaching support staff or other support staff)' and the value of Category of Work is '99 - Lecturer/Tutor ' and/or Proportion providing teaching and promoting learning is greater than 000.
Qualified Teacher Status, Proportion providing teaching and promoting learning	When Qualified Teacher Status value = '9 - Unknown (use for teaching staff only)' and the value of Proportion providing teaching and promoting learning is 000.
Qualified Teacher Status, Category of work	When Qualified Teacher Status value is '9 - Unknown (use for teaching staff only)' the value of Category of Work <b>is not</b> '99 - Lecturer/Tutor ', '98 - Assessor/verifier' or '97 - Trainer'.
Area of learning of highest qualification, Category of work	Area of learning of highest qualification is '99 (not member of teaching staff)' but Category of work is '99 - Lecturer/Tutor ', '98 - Assessor/verifier' or '97 - Trainer'.
Area of learning of highest qualification, Highest Qualification	When the value entered for Area of learning of highest qualification is '80 (Teaching staff lower than NQF level 4)' but the value of Highest Qualification is NQF level 4-8 (codes 04,05,06,07 or 10).

Field name	Error
Area of learning of main subject taught, Category of work	When the value of Area of learning of main subject taught is '99 (not member of teaching staff)' but the value of Category of work is '99 - Lecturer/Tutor '
Area of learning of main subject taught, Category of work	When the value of Area of learning of main subject taught is 01-14 or 80 (i.e. valid subject taught) but 'Category of work' is NOT '99 - Lecturer/Tutor', '98 - Assessor/verifier' or '97 - Trainer'
Area of learning of main subject taught, Highest Qualification	When the value entered for Area of learning of main subject taught is '80 (Teaching staff lower than NQF level 4)' but the value of Highest Qualification is NQF level 4-8 (codes 04,05,06,07 or 10)
Teach 14-19: Proportion of contract delivered to 14-16 year olds, Category of work	Teach 14-19: Proportion of contract delivered to 14-16 year olds is greater than 000 but Category of work <b>is not</b> '99 - Lecturer/Tutor ', '98 - Assessor/verifier' or '97 - Trainer'
Teach 14-19: Proportion of contract delivered to 16-19 year olds, Category of work	Teach 14-19: Proportion of contract delivered to 16-19 year olds is greater than 000 but Category of work <b>is not</b> '99 - Lecturer/Tutor ', '98 - Assessor/verifier' or '97 - Trainer'
Teach 14-19: Proportion of contract delivered to 14-16 year olds, Teach 14-19: Proportion of contract delivered to 16-19 year olds	The value of Teach 14-19 - % of contract delivered to 14-16 year olds and the value of Teach 14-19 - % of contract delivered to 16-19 year olds sums to greater than 100.

## A.3 Cross record validations

Field name	Error
UKPRN, Staff reference, Multiple contract number	Two records have the same UKPRN, Staff reference and Multiple contract number.
Staff reference, Multiple contract number	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: Gender Date of birth Highest qualification Teaching and FE qualifications 1,2,3, and 4 Training to teach students with learning difficulties and/or disabilities Ethnicity Disability Highest enrolled teaching and/or learning support qualification Qualified teacher status Area of learning of highest qualification Skills for life Hours of CPD per year towards teaching Hours of CPD per year towards other

## A.4 File Validation

The UKPRN of all the records in a file must be the same with the UKPRN (first 8 characters) in the name of the file.

The filename is also validated against the timestamp (characters 9-21 of the filename) in order to ensure that the specific file refers to the collection running and that does not precede any already submitted files.

## Annex B - Definitions

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### **Learning providers**

This term is used to refer to learning providers incorporated under sections 15 and 16 of the Further and Higher Education Act 1992 (the Act). In other words general further education, tertiary, sixth form (other than voluntary-aided), agriculture and horticulture, art and design colleges. It also includes learning providers and institutions designated as part of the further education sector under section 28 of the Act, in other words voluntary-aided sixth form colleges and other designated institutions.

### **Fraction of full-time**

The percentage of the standard full-time hours over a year, as defined by the learning provider, for the particular type of employment.

### **Full-time hours**

The number of hours that constitute full-time for each type of employment as defined annually by learning providers via the LLUK 'Definition of full-time' web form.

### **Highest qualification**

The highest level of qualification that has been attained by the member of staff at the collection reference date.

### **Teaching year**

The teaching year runs from 1 August 2007 to 31 July 2008.

## Annex C – Acronyms

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DIUS	The Department for Innovation, Universities and Skills
DPA	Data Protection Act 1998
FE	Further Education
FENTO	The Further Educational National Training Organisation
GNVQ	General National Vocational Qualification
HE	Higher Education
HEFCE	The Higher Education Funding Council for England
HESA	The Higher Education Statistics Agency
HNC	Higher National Certificate
HND	Higher National Diploma
LLUK	Lifelong Learning UK
LSC	The Learning and Skills Council
NVQ	National Vocational Qualification
ONC	Ordinary National Certificate
OND	Ordinary National Diploma
PGCE	Post Graduate Certificate in Education
QTS	Qualified Teacher Status
S4A	Success For All
SIR	Staff Individualised Record
SLDD	Special Learning Difficulties and Disabilities

## Document Control

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### Superceded Documents

20080225\_LLUK\_Workforce\_Data\_Collection\_FE\_HR\_Software\_Spec.doc

### Version History

Version	Date	Comments
V1.0.0	25/02/08	1 <sup>st</sup> draft (sent to colleges & HRSPs)
V2.0.0	30/05/08	Final draft
V2.0.1	04/06/08	Final draft revision
V2.0.2	05/08/08	1 validation rule updated (1 <sup>st</sup> on page 56). 1 validation rule added (2 <sup>nd</sup> on page 56)

### Changes since last version

1 validation rule updated (1<sup>st</sup> on page 56). 1 validation rule added (2<sup>nd</sup> on page 56)

### Outstanding issues and omissions

None.

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