

COLLECT

(Collection On-Line for Learning, Education, Children and Teachers)

Introduction

This is the secure online data collection system written by the Department for Education (DfE). It replaced the data collection element of the S2S site and the Data Collection site.

This system can be used by schools to load and submit their census files as well as include any confirmation or explanatory notes on the data. However, because of appalling performance issues in the past Devon LA Maintained schools are asked to return their census files via RMSecurenet and **only** use COLLECT to add notes.

The COLLECT system won't be used just for schools and LAs or for just the school census and school workforce census so some new terminology has been introduced ie:

- Source** – this is the data provider (eg the **school**)
- Agent** – someone who verifies and checks the data (eg the **LA**)
- Collector** – the final destination of the data (eg the **DfE**)
- Blade** - survey e.g. school census or school workforce census

New

Please note that the URL (web address) has again been changed and is now:

<https://collectdata.education.gov.uk/COLLECTPortalLive/Login.aspx> Please save this as a new 'favourite' and delete the previous version (s).

Please note that the guidance on where to enter notes for **school census** and **school workforce census** has changed. If you enter notes under Return Level Errors they will be retained even if you have to re-submit your census files, see page 3 for further details.

What happens to your file

Once you have sent your file via RMSecurenet, it will be loaded into COLLECT and submitted by the LA.

- If there is an error that requires you to amend your data and submit a new file, you will be contacted.
- If there are no errors and no validation queries your file will be 'approved' within the COLLECT system.

In the case of the **School Workforce Census** you may add notes into COLLECT as soon as the file has been uploaded and submitted for you. This will usually be 24 hours after you have sent your file via RMSecurenet.

In the case of the **School Census**, if there are only validation queries (which are acceptable if the data is true) you will be contacted (usually via an email listing the queries) and asked to go into the COLLECT system to confirm or add an explanation to your data. Please note that there may be 'term-on-term' queries (or 'year-on-year' in the Spring term) relating to significant increases or decreases in specific elements e.g. Free School Meal entitlements. (These are comparisons

between your previous and current census.) Where these occur you will need to provide a full explanation rather than a simple confirmation of the data.

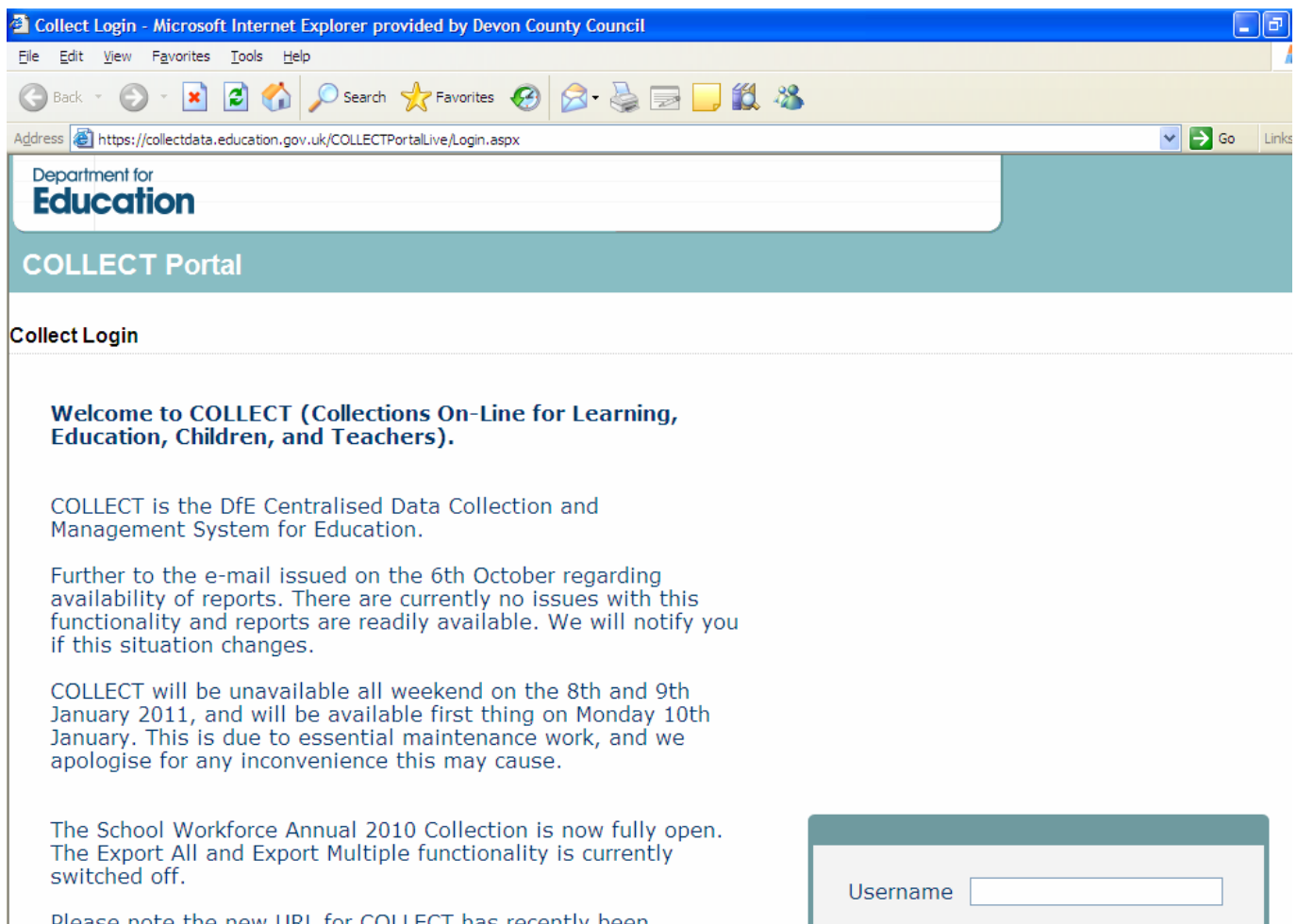
- Once you have added your notes to either the School Census or the School Workforce Census, your file will be 'approved'.
- The final stage is for the DfE to 'authorise' your file.

Accessing COLLECT

Once you receive a request from IDS to add some notes to you return, go to the COLLECT site. The new URL for COLLECT is as follows

<https://collectdata.education.gov.uk/COLLECTPortalLive/Login.aspx>

Please delete your previous link and save this as a 'favourite'.



Collect Login

Welcome to COLLECT (Collections On-Line for Learning, Education, Children, and Teachers).

COLLECT is the DfE Centralised Data Collection and Management System for Education.

Further to the e-mail issued on the 6th October regarding availability of reports. There are currently no issues with this functionality and reports are readily available. We will notify you if this situation changes.

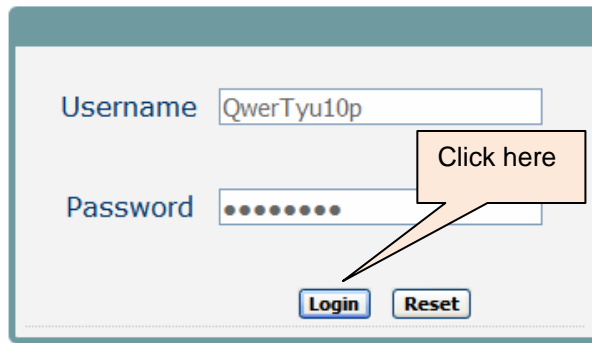
COLLECT will be unavailable all weekend on the 8th and 9th January 2011, and will be available first thing on Monday 10th January. This is due to essential maintenance work, and we apologise for any inconvenience this may cause.

The School Workforce Annual 2010 Collection is now fully open. The Export All and Export Multiple functionality is currently switched off.

Please note the new URL for COLLECT has recently been

Username

Enter your username and password. These are the same as for the S2S secure website, Teachernet and the Data Collections website. If you don't know these details please contact the **DfE DSG helpdesk** on **01325 392626** and select Option 1 or email DSG.Helpdesk@education.gsi.gov.uk



Once you've entered your username and password (these are case sensitive), click **Login**

MY DATA COLLECTIONS

| Data Collection | User Role | Organisation | Status | Due Date | Days Due |
|-----------------------------------|-----------|--------------|--------|---------------------|----------|
| Alternative Provision Census 2010 | | | Live | 21/01/2010 00:00:00 | -242 |
| Pupil Referral Unit Census 2010 | | | Live | | -242 |
| School Workforce Spring Term 2010 | | | Live | | -192 |
| SchoolCensus 2010_Summer | Agent | Devon | Live | 20/05/2010 00:00:00 | -123 |

Select Data Collection

Highlight the Data Collection you wish to work on e.g. **School Census 2010_Autumn** and click **Select Data Collection**

COLLECT Portal

Source Page

MY DATA RETURN

The status of your data return : Submitted

Errors : 0 Queries : 10 OK Errors : 0

What can I do with My Data Return?

- Upload Return from file... Press this button to import a file into your data return
- Add Return on screen... Press this button to add a new return using a web form
- Open Return... Press this button to open your data return
- Submit Return... Press this button to Submit your completed data return
- Export to file... Press this button to export your data return to a file
- Launch Reports... Press this button to launch reports for your data return
- Delete Return... Press this button to delete your data return

You will already be aware of the majority of errors and queries from the validation procedures within the census processes. However for **School Census**, COLLECT will also compare your return against last term's return and any large variances may require an explanation. The term-on-term checks are identified by **TonT** (ie Term on Term or you may see **YonY** in the Spring Term ie Year on Year) in the rule number. All other validation numbers will match the validation errors on your census.

You will see the following screen

Approve All Errors All Notes Add View Edit
Delete Status

- SC10 Autumn [24]
 - Levels
 - School [29]
 - Special School
 - Address
 - Characteristics
 - Provisions
 - Pupil On Roll [35]
 - Annual Attendance
 - Characteristics
 - Identifiers
 - Status
 - Termly Attendance
 - Termly Exclusions
 - Addresses

SC10 Autumn - Tavistock College

| Return Level Errors | | Errors | | OK Errors | Return Lev | Notes |
|---------------------|--|--------|---|-----------|------------|-------|
| | | E | Q | | | |
| | | 0 | 9 | 0 | | |

| Data Item | Value | Errors | | OK Errors | Notes | History |
|----------------------------------|-------------|--------|----|-----------|-------|---------|
| | | E | Q | | | |
| School Census Autumn 2010 | | | | | | |
| Collection | SC | 0 | 0 | 0 | | |
| Term | AUT | 0 | 0 | 0 | | |
| Year | 2010 | 0 | 0 | 0 | | |
| Reference Date | 2010-10-07 | 9 | 15 | 0 | | |
| Source Level | L | 0 | 0 | 0 | | |
| LA | 878 - DEVON | 0 | 0 | 0 | | |
| Estab | 4182 | 0 | 0 | 0 | | |
| Software Code | CCS-SIMS | 0 | 0 | 0 | | |

Click here

Please enter your confirmation or explanatory notes in the Return Level Notes area. (Note: this is a change to previous guidance.) It would be helpful if, where there is more than one type of error you put the error number first and then the confirmation/explanation. For example:

Note Page

Notes - Familiarisation_SchoolCensus 2010_Autumn

| User | Role | Organisation | Native ID | Date and Time |
|------|------|--------------|-----------|---------------|
| < > | | | | |

Add New Note

Note Detail

Click here to add your note

This will create a text box:

Note Page

Create New Note

Create Cancel

Type in your note e.g.

Note Page

Create New Note

2020Q I confirm pupil is taught outside his expected yeargroup.

2660Q I confirm there were no unauthorized absences during this period.

Create
Cancel

Click here once you have finished.

In most cases the error will be the same as in the Census validation process in SIMS.net, however in some cases, in order to add the correct note, you may need to identify the pupil/member of staff it relates to.

To identify an individual click on the All Errors button.

Approve
All Errors
All Notes
Add
View
Edit
Delete
Status

All Errors

| Return Level Errors | | Errors | | OK Errors | Return Level Notes |
|---------------------|---|--------|---|-----------|--------------------|
| | | E | Q | | |
| 0 | 9 | 0 | | | |

| Data Item | Value | Errors | | OK Errors | Notes | History |
|----------------------------------|-------------|--------|----|-----------|-------|---------|
| | | E | Q | | | |
| School Census Autumn 2010 | | | | | | |
| Collection | SC | 0 | 0 | 0 | | |
| Term | AUT | 0 | 0 | 0 | | |
| Year | 2010 | 0 | 0 | 0 | | |
| Reference Date | 2010-10-07 | 9 | 15 | 0 | | |
| Source Level | L | 0 | 0 | 0 | | |
| LA | 878 - DEVON | 0 | 0 | 0 | | |
| Estab | 4182 | 0 | 0 | 0 | | |
| Software Code | CCS-SIMS | 0 | 0 | 0 | | |

Click Here

This will show you a listing of all the errors. Chose the one you want to work on, then click on the **Details** button beside an error message. Then click on the date of birth link of the Details panel that appears

Blade Error Report - Familiarisation_SchoolCensus 2010_Autumn

Axminster Community Primary School Error report on 21/09/2010 at 11:40 Return

Count 9

| Rule No. | Return Level | Error Message | Priority | OK'd | Notes |
|----------|--------------|--|----------|--|-------|
| TonT10A | Y | Previous Term's % of Boarding Pupils not found. If this is not a newly-opened school and this figure should exist, please contact the DSG Helpdesk on 01325 392626, or dsg.helpdesk@education.gsi.gov.uk | Queries | | |
| 2020Q | | Please check: pupil year group and age inconsistent | Queries | Details | |

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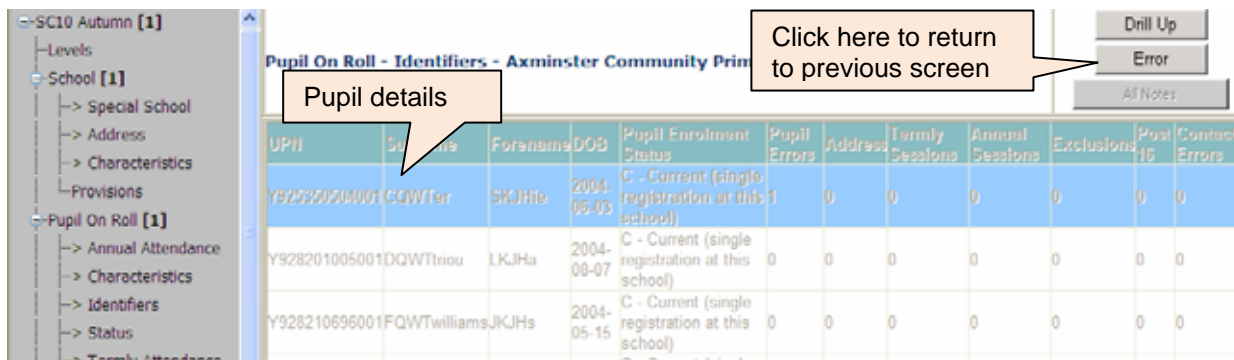
Click here

Return
Details

| Field | Value |
|---------------|--------------------------------------|
| DOB | Jun 3 2004 12:00AM |
| Governance | CO - Community |
| Intake | COMP - Comprehensive |
| NCYearActual | 1 - Year 1 |
| Phase | PS - Primary |
| ReferenceDate | Oct 7 2010 12:00AM |

Click on DOB link to identify pupil/member of staff

To find out which pupil (or member of staff if you are in the School Workforce blade), the error refers to click on the blue underlined date of birth which will then show you who the query relates to. The person will be highlighted in blue as in the example below.



Pupil details

Click here to return to previous screen

| UPN | Surname | Forename | DOB | Pupil Enrolment Status | Pupil Errors | Address | Termly Sessions | Annual Sessions | Exclusions | Post 16 | Contact Errors |
|---------------|-------------|----------|------------|--|--------------|---------|-----------------|-----------------|------------|---------|----------------|
| Y92930004001 | COWTer | SKORie | 2004-05-03 | C - Current (single registration at this school) | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Y928201005001 | DQWTrnou | LKJHa | 2004-08-07 | C - Current (single registration at this school) | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Y928210696001 | FQWWilliams | JKJHs | 2004-05-15 | C - Current (single registration at this school) | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Buttons: Drill Up, Error, All Notes

Once you have identified the pupil/member of staff click on the **Error** button to return to the Error report to add your note. Then click on Return and add a note into the Return Level Notes area.

Enter your text and click **Create**. In most cases a simple confirmation of the data will suffice. In the case of the term-on-term checks more information detailing reasons for the differences will need to be given. These notes are checked by the LA and the DfE and in some (rare) instances you may be asked to provide additional information.

Once you have entered your error message(s) you can **Log out**

If you experience any difficulties in using the COLLECT site, please contact the DfE DSG helpdesk on 01325 392626 and select Option 1 or email DSG.helpdesk@education.gsi.gov.uk

These abridged notes have been produced for Devon LA maintained schools.