

Proposed Individualised Staff Collection

Purpose

This paper informs the Group of developments related to the proposed individualised staff data collection and seeks the views of the Group on aspects of the proposed record.

Developments

1. The two working groups envisaged have not been established due to lack of volunteers from the sector principals.
2. Circular SFC/16/2008 allocated an additional £2.0m to the colleges for staff-related investment including record management systems.
3. Further discussions have taken place with HR CoP and several colleges have responded to further consultations, as a result of which the proposed fields to be collected have been modified as attached in Annex A.
4. ASC obtained legal advice concerning data protection aspects of the proposed record. This advice was in line with SFC understanding based on in-house advice and advice from SFC's solicitors and the Information Commissioner.
5. At a recent liaison meeting between SFC/ASC the ASC raised some concerns about the data protection implications of the return for colleges. It was agreed that SFC would meet with the ASC and its legal adviser to discuss these implications.. This meeting has not yet taken place.

Coverage

6. We intend the record to cover all college payroll teaching and administrative staff. We now propose a reduced record for coverage of staff employed in delivery of teaching activity but not on the college payroll.

Record contents

7. Proposed fields on the person and contract records are given in Annex A.
8. We still have no resolution of the issue of recording CPD. Consultation responses were in general opposed to a CPD record.

Individualised staff data collection

Annex A

Person record

	Field name	Reason required	Suggested structure
1	Institution identifier	In order to identify the institution to which the returned data relates.	<ul style="list-style-type: none"> Use either the two-character identifier or seven-digit college code number as defined in the FES1 guidance notes.
2	Staff identifier	To facilitate record updating and link to contract record(s).	<ul style="list-style-type: none"> The college should assign their own staff identifier. It will be up to individual colleges to decide upon the format of their staff reference codes. They may be existing codes, modified codes or a completely new set of codes established for this purpose. Staff identifiers should be retained by each individual member of staff throughout his/her employment with the college. SFC do not require to identify the individual to whom the code refers.
3	Month and year of birth	To describe the age profile of the workforce within the FE sector and as a control variable in equalities comparisons.	<ul style="list-style-type: none"> MM-CCYY or an empty string with a reason code.
4	Gender	To describe the gender profile of the workforce within the FE sector for equalities purposes.	<ul style="list-style-type: none"> Person gender: must be 0, 1, 2, 0 = not known, 1 = male, 2 = female, '0' 'not known' means that the gender of the person has not been recorded

5	Ethnicity	To monitor the distribution of ethnic groups amongst sector staff for equalities purposes.	<ul style="list-style-type: none"> • Scottish census definitions
6	Nationality	The Nationality field defines the country of legal nationality. This is not necessarily the domicile. It will provide information about net flows of staff of different nationalities. It may also be used for equalities purposes.	<ul style="list-style-type: none"> • ISO 3166-1 standard¹ gives a list of alphabetic codes and countries. The alphabetic code to be used is the 2-char alphabetic code. However this field may be used in connection with field 5 to permit identification as Scottish nationality.
7	Disability	To monitor the distribution of disability amongst sector staff for equalities purposes.	<ul style="list-style-type: none"> • Scottish census definition.
8	Date of first appointment to present college	To track career histories of FE staff for employment research and profiling and as a control variable in equalities comparisons.	<ul style="list-style-type: none"> • DD MM CCYY
9	Teaching qualification/s held	To provide information about the qualifications of the FE workforce. May also serve as a control variable in equalities comparisons.	<ul style="list-style-type: none"> • The codes below are used in the FE aggregate staffing return². The staffing return guidance provides information on determining which is the most appropriate code. • 01 - TQ(FE) or other equivalent • 02 - Certificate: Introduction to teaching in FE • 03 - Advanced Certificate: Teaching in FE • 04 - Diploma: Teaching in FE • 05 - TQ other • 06 – Qualified but not teacher trained • 07 – Unqualified

¹ http://www.iso.org/iso/country_codes/iso_3166_code_lists/english_country_names_and_code_elements.htm

² http://www.sfc.ac.uk/statistics/fe_information/guidance_notes/0607/staffing_return/staffing_guidance_notes.doc

10	Main subject of academic qualification/s held at degree level or above.	To provide information about the qualifications of the FE workforce and the direct relevance of these qualifications to the subjects taught.	<ul style="list-style-type: none"> • 01 - Agriculture and Horticulture • 02 - Business and Management • 03 - Food Technology and Catering • 04 - Computing • 05 - Construction • 06 - Art and Design • 07 - Engineering • 08 - Health • 09 - Minerals and Materials • 10 - Personal Development • 11 - Printing • 12 - Science and Maths • 13 - Office and Secretarial • 14 - Social Studies • 15 - Social Work • 16 - Sport and Recreation • 17 - Transport • 18 - Special Programmes • 20 Combined • 21 None
11	Main subject area of work experience	To provide information about the qualifications/experience of the FE workforce and the direct relevance of these qualifications to the subjects taught.	<ul style="list-style-type: none"> • 01 - Agriculture and Horticulture • 02 - Business and Management • 03 - Food Technology and Catering • 04 - Computing • 05 - Construction • 06 - Art and Design • 07 - Engineering • 08 - Health • 09 - Minerals and Materials

			<ul style="list-style-type: none"> • 10 - Personal Development • 11 - Printing • 12 - Science and Maths • 13 - Office and Secretarial • 14 - Social Studies • 15 - Social Work • 16 - Sport and Recreation • 17 - Transport • 18 - Special Programmes • 20 Combined • 21 None
12	Date left employment	To terminate an individual's inclusion in the Staff record.	• CCYY-MM-DD (Y – year, M – month, D - day)

Contract record

	Field name	Reason required	Suggested structure
1	Staff identifier	See person record	The staff identifier in the contract record must link to the staff identifier in the person record.
2	Contract identifier	To identify each contract held, and facilitate the analysis of all contracts held	The combination of Staff identifier and this field must be unique within an institution's submission. The field length will be set to provide flexibility in the approach that institutions can take in completing the Contract identifier. An institution might have a contract identifier in their database that can be easily used to populate this field. In the absence of any existing data items, an institution might choose to complete this field with a sequential number for each contract held by each member of staff. In this case, the first contract for each person would have a value of 1, the second would have 2 and so on. In this example, we would expect the majority of contract records to have a value of 1 in this field. Once allocated, the value in this field should not change over time. This will facilitate equalities comparisons.
4	Type of contract (terms of employment)	To monitor equalities issues related to the employment terms and conditions of FE staff and as a control variable in equalities comparisons.	<ul style="list-style-type: none"> • 1 - Permanent/Open-ended staff • 2 - Fixed-term staff • 3 – Casual staff

5	Mode of contract (mode of employment)	To monitor equalities issues related to mode of employment and as a control variable in equalities comparisons.	<ul style="list-style-type: none"> • 1 - Full-time • 2 - Full-time, term time only • 3 - Part-time • 4 - Part-time, term time only • 5 - Casual
7	FTE (during reporting period)	To estimate the total size of the workforce, and as a control variable in equalities comparisons.	<ul style="list-style-type: none"> • A percentage of the standard full-time hours over a year. The FTE for term-time only staff should be reduced to account for the fact that such staff only work part of the year.
8	FTE (during reporting period) devoted to UHI activity	As above	<ul style="list-style-type: none"> • Applies only to UHI partner institutions.
9	Source of basic salary	As a control variable in equalities comparisons.	<ul style="list-style-type: none"> • 1 - Wholly general institution financed. • 2 - Partly (but principally) financed by the institution. • 3 - Wholly financed by other sources. • 4 - Partly (but principally) financed by other sources.
10	Basic salary	Equalities comparisons.	<ul style="list-style-type: none"> • Basic salary at reference date field should show the gross basic salary per annum (not pro rata). In the case of part-time staff the full-time equivalent salary should be returned. In the case of a staff member who leaves halfway through a year, the annual salary that they would have received had they stayed all year should be returned.

11	Grade	Equalities comparisons.	<ul style="list-style-type: none"> College's own grade as returned separately in a grade return.
12	Start date contract	To determine whether the member of staff should be included in a count of staff in a particular period.	<ul style="list-style-type: none"> DD MM CCYY (CC –century, Y – year, M – month, D - day)
13	End date contract	To terminate inclusion of an individual contract in the contract record table.	<ul style="list-style-type: none"> DD MM CCYY
14	Employment function	Control variable in equalities comparisons.	<ul style="list-style-type: none"> 1 – Teaching 2 – Teaching and administrative 3 – Non-teaching (administrative) 4 – Non-teaching (technical) 5 – Non-teaching (general support) 6 – Non teaching (maintenance) 7 – Non-teaching (other)

15	Subject of primary employment function (where Teaching)	Control variable in equalities comparisons.	<ul style="list-style-type: none"> • 01 - Agriculture and Horticulture • 02 - Business and Management • 03 - Food Technology and Catering • 04 - Computing • 05 - Construction • 06 - Art and Design • 07 - Engineering • 08 - Health • 09 - Minerals and Materials • 10 - Personal Development • 11 - Printing • 12 - Science and Maths • 13 - Office and Secretarial • 14 - Social Studies • 15 - Social Work • 16 - Sport and Recreation • 17 - Transport • 18 - Special Programmes • 20 Combined
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