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# Validation Errors and Resolutions

## School Workforce Census 2016

### Revision History

Document Version	Change Description	Date
7.170 - 1.0	Initial release	23/06/2016
7.170 - 1.1	Addition of resolutions for new validation errors/queries.	11/07/2016

### Introduction

This guide has been produced to offer advice and suggestions on how to resolve the various validation errors/queries that may be generated when producing the School Workforce Census Return.

We strongly recommend carrying out dry runs in order to ascertain which errors need correcting. Hyperlinks are available from the **Validation Errors Summary** (displayed after creating and validating the return), which enable you to display the area in SIMS where the issues can be resolved.

Please ensure that the Personnel Officer, Returns Manager or System Manager has imported the latest Statutory Returns fileset. The files are included as part of the SIMS release. However, occasionally, additions or corrections are made to the files between releases and may include updates to the validation errors (derived from files supplied by the Statutory Body).

The fileset is available as a ZIP file, which should be downloaded from My Account, unzipped and then imported into the SIMS Document Management Server (DMS) via **Tools | Setups | Import Fileset**. Ensure that the DMS is configured correctly before attempting to import the files.

For more information about preparing and producing the School Workforce Census, please refer to the applicable handbook available on the SIMS **Documentation Centre**. Click the **Documentation** button on the SIMS **Home Page** to display links to a variety of documentation.

Alternatively, visit the My Account website (<https://myaccount.capita-cs.co.uk>). Enter the required text in the **Search** field to display a list of documents that match the search criteria. To find School Workforce specific documentation, search for SWC16.

*NOTE: The contents of the graphics (dates, names, etc.) displayed in this document are examples only of what you might expect to see when using SIMS to produce the School Workforce Census Return.*

This document has been produced to help users check and correct validation errors and queries. It has been provided in addition to our usual user documentation (handbooks and online help). It has not however been possible to fully check the accuracy of this document within acceptable timescales. To prevent any delay in releasing this document, we have therefore decided to release it following minimal checking. If you find any errors or inaccuracies in this document, please report them to [publications@capita.co.uk](mailto:publications@capita.co.uk).

# Using the Validation Errors Summary

Having created and validated the return, the **Validation Errors Summary** is displayed. The summary lists all the validation errors and queries generated in the return. Errors must be corrected and queries should be checked and corrected if you feel they are applicable.

Column	Description
<b>Type</b>	Displays the type of validation rule:  Failure ( <b>F</b> displayed in red) indicates an error, which must be corrected.  Query ( <b>Q</b> displayed in black) indicates that there are unusual data conditions. These should be checked and corrected, if necessary.
<b>Sequence</b>	Shows the error number.
<b>Message</b>	Displays the text of the error message.
<b>Location</b>	Lists the specific record containing the error.
<b>Solution</b>	Provides suggestions on how the error can be corrected. Many solutions have a hyperlink (indicated by a #) to the appropriate area of SIMS.

Type	Error Number	Error Message	Individual Data Item	Solution
F	6210	Qualification Code is missing.	Teacher Number: 88867101 NI Number: YK52381081 Na	# Go to Focus   Person   Staff   Professional Details and
F	6220	Subject Code is invalid.	Teacher Number: 88867101 NI Number: YK52381081 Na	# Go to Focus   Person   Staff   Professional Details and
F	6240	Second qualification Subject Code 2 is invalid.	Teacher Number: 88867101 NI Number: YK52381081 Na	# Go to Focus   Person   Staff   Professional Details and
F	4470	Qualified Teacher Status inconsistent with Pay Scale typ	Teacher Number: 99984441 NI Number: ST210632A1 Na	# Go to Focus   Person   Staff   Employment Details and
F	4220	Ethnicity is missing or invalid.	Teacher Number: 94430091 NI Number: NB124455C1 Ni	# Go to Focus   Person   Staff   Personnel Details and co
F	4760	FTE Hours per week is missing.	Teacher Number: 84123451 NI Number: NB616090C1 Ni	# Go to Focus   Person   Staff   Employment Details and
F	7000	Vacancy Post is invalid.	Vacancy Post provided is TCM.	# Add Vacancy Post in Vacancy Panel
Q	4430Q	Please check: Date of Arrival In School has not been su	Teacher Number: 87770711 NI Number: YG369212A1 N	# Go to Focus   Person   Staff   Employment Details and
	4150Q	Please check: Appears to be a temporary or non-sta	Teacher Number: 111116491 Ni Name: Fico	# Go to Focus   Person   Staff   Personnel Details and co

If at any point you wish to hide the list of errors and queries, click the **Close** button located at the top right-hand side of the **Validation Errors Summary** panel.

To view the list again, run the Create and Validate routine.

To assist in the resolution of any errors and queries:

- Use the **Validation Search** to display the required error or query you want to view. This is achieved by selecting **ALL**, **ERRORS**, **QUERIES** or the required number from the drop-down list. When **ALL** errors and queries are selected, the errors are displayed at the top of the list.
- When the mouse pointer is hovered over an **Error Message**, **Individual Data Item** or **Solution** cell, hover help displays the entire content of that cell.
- When the mouse pointer is hovered over an error or query row, it changes to a hand if a hyperlink is available to the area of SIMS where the issue can be checked. Click the appropriate hyperlink to display the specific SIMS area where the record(s) can be checked/corrected. A hyperlink is also indicated by a hash symbol (#) preceding the **Solution** text.
- Change the order of the summary by clicking the appropriate column heading. If required, change the width of the columns by dragging the dividing line between the column headings until the required size is achieved.
- View a summary of validation failures by clicking the **Report** button located on the top left-hand side of the **Validation Errors Summary** panel. The report is displayed in your web browser, from where it can be printed or transferred to a spreadsheet, if required.

## Identifying the Types of Validation Code Listed in this Guide




























Indicates an error that requires the data to be corrected.























Indicates a query that should be checked, as there are unusual data conditions that might require the data to be corrected.








## What does the Validation Code Mean and how do I Resolve it?










Type	Code	Error Message	Comment/Resolution
	10	Census Name invalid, should be 'School Workforce Census'	Please contact your Local Support Unit for assistance, quoting validation error code 10.
	30	Year out of range	Please contact your Local Support Unit for assistance, quoting validation error code 30.
	40	Reference Date, i.e. Census Date, must be provided.	Please contact your Local Support Unit for assistance, quoting validation error code 40.
	60	Source level is invalid	Please contact your Local Support Unit for assistance, quoting validation error code 60.
	70	LA number is invalid	Select <b>Focus   School   School Details</b> . If the LA number is incorrect, please contact your Local Support Unit to request a patch. Please quote validation error code 70.
	80	School Number is invalid.	Select <b>Focus   School   School Details</b> . If the Establishment number is incorrect, please contact your Local Support Unit to request a patch. Please quote validation error code 80.
	4085Q	Please note that this return contains no contract records. Please ensure that this is correct and that contract data is being supplied to the Department by another source.	Check that all contract details have been recorded. Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment</b> tab, check the information recorded in the <b>Contract</b> table. Add <b>New</b> records, if required.
	4095Q	Please note that this return contains no absence records. Please ensure that this is correct and that absence data is being supplied to the Department by another source.	Check that all absence details have been recorded. Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, navigate to the <b>Absences</b> panel. Deselect the Training check box to remove training records from the list. Add <b>New</b> absence records, if required.
	4100Q	Please check: Qualified Teacher with Teacher Number missing.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. If the member of staff is a qualified teacher, enter a valid <b>Teacher Number</b> in the <b>Employment Details</b> panel on the <b>Employment Details</b> tab.
	4105Q	Teacher number should be 7 or 8 digits.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, correct the <b>Teacher Number</b> in the <b>Employment Details</b> panel. This should be in the format NN/NNNNN where the first two digits indicate the year in which the person qualified.
	4110	Family name is missing or has two or more consecutive spaces.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, add or edit the <b>Previous Name</b> in the <b>Basic Details</b> panel.
	4120	Given name is missing or has two or more consecutive spaces.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, add or edit the <b>Legal Forename</b> in the <b>Basic Details</b> panel.
	4140	Former surname has incorrect format.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, correct the <b>Preferred Surname</b> in the <b>Basic Details</b> panel.

Type	Code	Error Message	Comment/Resolution
	4150	NI Number has invalid Format.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, correct the <b>NI Number</b> in the <b>Personal Information</b> panel.  There must be nine characters: where the first two characters must be alpha, the next six characters must be numeric and the final character can be A, B, C, D or space. Also, the first character must not be D, F, I, Q, U or V and the second characters must not be D, F, I, O, Q, U or V.
	4155	Temporary NI number must not be supplied. This must be replaced or removed.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, amend or remove the <b>NI Number</b> located in the <b>Personal Information</b> panel.  The first two characters of the NI Number should not be GB, BG, NK, KN, TN, NT or ZZ.
	4160Q	Member of workforce with missing NI Number.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, check, and if necessary, correct the <b>NI Number</b> in the <b>Personal Information</b> panel.  This should be in the format LL-NN-NN-NN-L where L is a letter and N is a number.
	4180	Gender is missing or invalid.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, select the <b>Gender</b> from the drop-down list in the <b>Basic Details</b> panel.
	4190	Date of Birth missing or has invalid format. Format should be CCYY-MM-DD	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, add or edit the <b>Date of Birth</b> in the <b>Personal Information</b> panel.
	4195Q	Two other members of staff also have a date of birth of 1 January, please check that this is correct.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, check the <b>Date of Birth</b> in the <b>Personal Information</b> panel.
	4200	Person's age must be between 13 and 100	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, edit the <b>Date of Birth</b> in the <b>Personal Information</b> panel. The age must be over 13.
	4220	Ethnicity is missing or invalid.	Ethnicity must be provided.  Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, check then add/edit the required <b>Ethnicity</b> from the drop-down list in the <b>Personal Information</b> panel.
	4225	Disability is missing or invalid.	Disability must be provided.  Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, check then add/edit the required disability by selecting it from the <b>Impairments</b> table in the <b>Personal Information</b> panel.
	4228	QT Status is missing for a teacher.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, add the <b>Teacher Category</b> from the drop-down list in the <b>Employment Details</b> panel.
	4230	QT Status is invalid.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, select the <b>Teacher Category</b> from the drop-down list in the <b>Employments Details</b> panel.
	4235Q	Person is not expected to have QT status and be under 21 years of age on <ReferenceDate>.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member.  Check and if necessary, amend the <b>Date of Birth</b> in the <b>Personal Information</b> panel on the <b>Employment Details</b> tab. If the employee has a Teacher Category, their date of birth must be prior to the 1 January 21 years prior to the first four digits of their date of birth.





Type	Code	Error Message	Comment/Resolution
	4238Q	HLTA Status is missing for a Teaching Assistant.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. Correct the <b>HLTA Status</b> checkbox in the <b>Professional</b> panel on the <b>Professional Details</b> tab.
	4240	HLTA Status is invalid.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. Correct the <b>HLTA Status</b> checkbox in the <b>Professional</b> panel on the <b>Professional Details</b> tab.
	4245	Person cannot be shown as having HLTA status and be under 18 on <ReferenceDate>.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. Check the <b>Date of Birth</b> in the <b>Personal Details</b> panel ( <b>Personal Details</b> tab) and the <b>HLTA Status</b> check box in the <b>Professional</b> panel ( <b>Professional Details</b> tab). If the employee has HLTA Status then their date of birth must be prior to 1 January 18 years prior to the first four digits of their date of birth.
	4250	QTS Route is invalid.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. Select the correct <b>QTS Route</b> from the drop-down list in the <b>Professional</b> panel on the <b>Professional Details</b> tab.
	4280	LA or School Level indicator missing or invalid.	Please contact your Local Support Unit for assistance, quoting validation error code 4280.
	4310	Contract /Service Agreement Type is missing or invalid.	Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable contract and/or service agreement ( <b>Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. Select the correct <b>Employment Type</b> from the drop-down list.
	4350	Contract/Service Agreement Start Date is missing.	Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable contract/service agreement ( <b>Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. Enter the <b>Contract Start Date</b> .
	4355	Contract/Service Agreement Start Date cannot be in the future.	Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable contract ( <b>Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. Check the <b>Contract Start Date</b> which must be less than or equal to the date of the return.  If this contract is a future contract and is showing in the return, please contact your Local Support Unit.
	4357	Contract/Service Agreement Start Date more than 50 years ago.	Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable contract ( <b>Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. Check the <b>Contract End Date</b> which must be on or later than the 1 January 50 years prior to the first four digits of the survey date.
	4360	Contract has invalid end date for this Census.	Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable contract ( <b>Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. Check the contract dates which must have either a <b>Contract Start Date</b> or <b>Contract End Date</b> between 1 September and 31 December of the previous year OR the end date must be empty or a date after the census date.  If you believe that this contract should not be showing in the return, please contact your Local Support Unit.
	4370	Contract End Date is invalid.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable contract ( <b>Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. Check the <b>Contract End Date</b> .









Type	Code	Error Message	Comment/Resolution
	4375	Contract/Service Agreement end date must be at least 27 days after the start date.	Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable contract ( <b>Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. Check the <b>Contract End Date</b> . If the contract <b>Employment Type</b> is not a <b>Fixed Term</b> then the end date must not be prior or equal to the survey date <u>and</u> it must be at least 27 days after the <b>Contract Start Date</b> of the same contract or service.
	4376	Temporary and Fixed term Contracts, (as well as service agreements that have lasted less than 28 days will be picked up in the next year's census if they go on to last 28 days or more. Do not include them now.	Select <b>Focus   Person   Staff</b> then the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable contract ( <b>Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. Ensure that the correct <b>Contract Start Date</b> and <b>End Date</b> are recorded.
	4377Q	Contract/Service Agreement end date should be on or prior to Census Reference Date for this type of contract or agreement.	Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable contract ( <b>Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. Edit the <b>Contract End Date</b> .
	4380	Contract/Service Agreement Type is Fixed Term therefore Contract End Date must be specified.	Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable contract ( <b>Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. For all fixed term contracts, a <b>Contract End Date</b> must be supplied.
	4385	Destination code must be provided for completed contracts.	Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable contract ( <b>Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. Where a <b>Contract End Date</b> (for teachers only) is supplied, you must also select a <b>Contract Termination Reason</b> from the drop-down list.
	4390Q	Please check: Destination code has been provided therefore Contract End Date should be specified.	Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable contract ( <b>Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. If you have selected a value from the <b>Contract Termination Reason</b> drop-down list then you should also specify a <b>Contract End Date</b> .
	4400	Contract End Date cannot be before Contract Start Date.	This error should not occur as SIMS will not allow you to save a <b>Contract End Date</b> that precedes a <b>Contract Start Date</b> . Select <b>Focus   Person   Staff</b> then check the <b>Contract End Date</b> ( <b>Employment Details</b> tab).
	4410	Post is missing or invalid.	Select <b>Focus   Person   Staff</b> then select the required employee. Click the <b>Employment Details</b> tab then <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. Check that a <b>Post Reference</b> has been selected from the drop-down list. It may be necessary to add an applicable <b>Service Term</b> if it does not already exist.  Click the <b>Save</b> button then re-open the contract again and check the read-only entry in the <b>Post Category/SWR Post/Payroll Post</b> field. If the School Workforce Census Post needs changing:  Select <b>Tools   Staff   Pay Related</b> then select the required Service Term. Navigate to the <b>Posts</b> panel then <b>Open</b> the applicable <b>SWC Post</b> to display the <b>Edit Post</b> dialog. Select the applicable value from the <b>SWC Post</b> drop-down list. Click the <b>Save</b> button.
	4413	Post shown as Executive Head. One of the associated Roles must also be Executive Head.	Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable contract ( <b>Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. Scroll down to the <b>Role</b> table and ensure that one of the associated roles is <b>Executive Head</b> by clicking the <b>Open</b> button to amend an existing role or clicking the <b>New</b> button to create a new role.









Type	Code	Error Message	Comment/Resolution
	4414	Post shown as Head Teacher. One of the associated Roles must also be Head Teacher.	<p>Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable contract (<b>Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. Scroll down to the <b>Role</b> table.</p> <p>Ensure that one of the associated roles is <b>Head Teacher</b> by clicking the <b>Open</b> button to amend an existing role, or clicking the <b>New</b> button to create a new role.</p> <p>Select <b>Head Teacher</b> from the <b>Role</b> drop-down list.</p>
	4415	Post shown as Deputy Head. One of the associated Roles must also be Deputy Head.	<p>Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable contract (<b>Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. Scroll down to the <b>Role</b> table.</p> <p>Ensure that one of the associated roles is <b>Deputy Head</b> by clicking the <b>Open</b> button to amend an existing role, or clicking the <b>New</b> button to create a new role.</p> <p>Select <b>Deputy Head</b> from the <b>Role</b> drop-down list.</p>
	4416	Post shown as Assistant Head Teacher. One of the associated Roles must also be Assistant Head.	<p>Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable contract (<b>Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. Scroll down to the <b>Role</b> table.</p> <p>Ensure that one of the associated roles is <b>Assistant Head</b> by clicking the <b>Open</b> button to amend an existing role, or clicking the <b>New</b> button to create a new role.</p> <p>Select <b>Assistant Head</b> from the <b>Role</b> drop-down list.</p>
	4417Q	If Role is HLTA then HLTA Status is expected to be true.	<p>Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Professional Details</b> tab, check the staff member's <b>HLTA Status</b> (<b>Professional</b> tab) or their <b>Contract Role</b> (<b>Employment Details</b> tab).</p>
	4420	Date of Arrival in School is invalid.	<p>Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> then edit the <b>Employment Start Date</b> (<b>Employment Details</b> panel).</p>
	4425Q	Please check: Date of Arrival in School is more than 50 years ago.	<p>Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> then check, and if necessary, edit the <b>Employment Start Date</b> (<b>Employment Details</b> panel). If provided, the date should be on or later than the 1 January 50 years prior to the first four digits of survey date.</p>
	4430Q	Please check: Date of Arrival in School has not been supplied.	<p>Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> then check, and if necessary, edit the <b>Employment Start Date</b> (<b>Employment Details</b> panel).</p> <p>Where the contract is a teacher or agency/SA contract or teaching assistant contract, the <b>Employment Start Date</b> must be supplied.</p>
	4440Q	Please check: Date of Arrival in School should not be later than the start of the contract.	<p>Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> then check, and if necessary, edit the <b>Employment Start Date</b> (<b>Employment Details</b> panel).</p> <p>Where the contract is a teacher or agency/SA contract or teaching assistant contract, the <b>Employment Start</b> date must be earlier than 1 month after the <b>Contract Start Date</b>.</p>











Type	Code	Error Message	Comment/Resolution
	4460	Pay Range is invalid.	<p>Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract (Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. In the <b>Salary Records</b> table, highlight the applicable record then click the <b>Open</b> button to display the <b>Edit Contract Scale</b> dialog. Ensure that the correct <b>Scale</b> is selected from the drop-down list.</p> <p>Check the pay scale <b>End Date</b>. This should be either null or a date <u>after</u> the Census day. Alternatively, a new scale should be added. It may also be necessary to amend the applicable Service Term (Pay Related).</p>
	4470Q	Qualified Teacher Status inconsistent with Pay Scale type.	<p>Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract (Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. In the <b>Salary Records</b> table, click the <b>Open</b> button to display the <b>Edit Contract Scale</b> dialog then check that the correct value has been selected from the <b>Scale</b> drop-down list. It may also be necessary to amend the applicable Service Term (Pay Related).</p>
	4480Q	The Pay Range supplied is not valid for a support staff or teaching assistant Post.	<p>Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract (Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. In the <b>Salary Records</b> table, click the <b>Open</b> button to display the <b>Edit Contract Scale</b> dialog then check that the correct value has been selected from the <b>Scale</b> drop-down list. It may also be necessary to amend the applicable Service Term (Pay Related).</p>
	4490	Pay Range is invalid for the given Post. Head teachers, Deputy Heads and Assistant Heads must be paid under the 'Leadership Pay Range' or an 'Other Pay Range'.	<p>Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract (Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. In the <b>Salary Records</b> table, click the <b>Open</b> button to display the <b>Edit Contract Scale</b> dialog then check that the correct value has been selected from the <b>Scale</b> drop-down list. It may also be necessary to amend the applicable Service Term (Pay Related).</p>
	4495Q	Daily Rate should not be used except for agency or service agreement teachers.	<p>Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, check the <b>Service Agreement</b> record. The <b>Daily Rate</b> check box should not be selected (except for agency or service agreement teachers).</p>
	4505	Pay Range is invalid for the given post. Leading practitioners must be paid under the "Leading Practitioners" pay Range.	<p>Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract (Employment Details</b> panel) to display the <b>Edit Contract</b> dialog. In the <b>Salary Records</b> table, click the <b>Open</b> button to display the <b>Edit Contract Scale</b> dialog then check that the correct value has been selected from the <b>Scale</b> drop-down list. It may also be necessary to amend the applicable Service Term (Pay Related).</p>
	4515	No Payment information has been provided.	<p>Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> then add payment information.</p>
	4516Q	Please check: Teacher does not appear to have had a pay review since before the beginning of the previous academic year.	<p>Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the required <b>Contract</b> and then enter the <b>Latest Pay Review Date</b>, if applicable. Click the <b>Save</b> button.</p>
	4517Q	This return contains no Pay Review dates; please ensure that this is correct.	<p>At least one pay review date should be included.</p> <p>Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the required <b>Contract</b> and then enter the <b>Latest Pay Review Date</b>, if applicable. Click the <b>Save</b> button.</p>























Type	Code	Error Message	Comment/Resolution
	4521Q	Please supply the Framework under which this leadership teacher is being paid, i.e. 'Pre 2014' framework or '2014' framework.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> then check the contract details.  Alternatively, select <b>Routines   Statutory Returns   School Workforce Census</b> then check the <b>Base Pay</b> in the <b>Pay Details</b> panel.
	4522Q	Please check: Teacher is being paid under 'pre-2014' framework even though they arrived after 31 August 2014.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> then check the contract details.
	4523Q	Please supply the Pay Range Minimum for this leadership teacher.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> then check the contract details.
	4524Q	Please supply the Pay Range Maximum for this leadership teacher.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> then check the contract details.
	4530	Base Pay is in an invalid format. Format must be 999999.99.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Service Agreement</b> to display the <b>Edit Service Agreement</b> dialog then check the <b>SWC Base Pay (annual equivalent)</b> .  Select <b>Tools   Staff   Pay Related</b> then select the applicable service term. In the <b>Pay Awards</b> panel, <b>Open</b> the applicable record in the <b>Scales</b> table to display the <b>Edit Scale</b> dialog. Ensure that the correct salary amount is displayed adjacent to each scale point and is in the format 999999.99.
	4540	If staff member is not paid by a Daily Rate then Base Pay must be provided.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> then correct the <b>Pay Scale</b> . Also, check the <b>SWC Base Pay (annual equivalent)</b> via the <b>Service Agreement</b> table.
	4545Q	Staff member appears to be paid less than the minimum wage for apprentices, please check.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Service Agreement</b> to display the <b>Edit Service Agreement</b> dialog then check the value in the <b>SWC Base Pay (annual Equivalent)</b> field.  Alternatively, select <b>Routines   Statutory Returns   School Workforce Census</b> then check the <b>Base Pay</b> in the <b>Pay Details</b> panel.
	4550	Base Pay must not be provided where Daily Rate is Y.	Where the contract end date has not been entered or is after the census date and the daily rate is recorded then the base pay must not be provided.  Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Service Agreement</b> to display the <b>Edit Service Agreement</b> dialog then remove the value in the <b>SWC Base Pay (annual Equivalent)</b> field.

Type	Code	Error Message	Comment/Resolution
	4555	Pay (i.e. Base Pay, Pay Range, Regional Pay Range, Pay Framework, Pay Range Minimum and Pay Range Maximum) must not be provided for both Post and Role for the same contract or service agreement.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Service Agreement</b> to display the <b>Edit Service Agreement</b> dialog then edit the value in the <b>SWC Base Pay (annual Equivalent)</b> field.
	4560	Safeguarded Salary is in an invalid format. Format should be '1' or '0' or 'true' or 'false'.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. Ensure that the <b>Safeguarded Salary</b> check box is selected/deselected, as applicable.
	4565Q	Staff member appears to be paid more than the maximum of the local government pay scale, please check.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Service Agreement</b> to display the <b>Edit Service Agreement</b> dialog then check the value in the <b>SWC Base Pay (annual Equivalent)</b> field.  Alternatively, select <b>Routines   Statutory Returns   School Workforce Census</b> then check the <b>Base Pay</b> in the <b>Pay Details</b> panel.
	4570	Daily Rate is invalid.	Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog then edit the details. Also check the <b>Service Agreement</b> by opening the applicable record to display the <b>Edit Service Agreement</b> dialog. The <b>Daily Rate</b> check box should not be selected (except for agency or service agreement teachers).
	4580	Destination Code is invalid.	This error is unlikely because default values are supplied in SIMS.  Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog then select the correct value from the <b>Contract Termination Reason</b> drop-down list.
	4600	Origin is invalid.	This error is unlikely because default values are supplied in SIMS.  Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog then select the correct value from the <b>Origin</b> drop-down list.
	4610	Origin must be provided for teachers who joined after 2009-08-31.	Select <b>Focus   Person   Staff</b> then select the required employee. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog then select the correct value from the <b>Origin</b> drop-down list.
	4700	No Role details have been supplied.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. Click the <b>New</b> button adjacent to the <b>Role</b> table to display the <b>Add Contract Role</b> dialog then add details.  If a role already exists, check the role <b>End Date</b> .













Type	Code	Error Message	Comment/Resolution
	4710	Role Identifier is missing or invalid.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. Click the <b>New</b> button adjacent to the <b>Role</b> table to display the <b>Add Contract Role</b> dialog and then add details.
	4720	Post is inconsistent with Post Identifier.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. Click the <b>New</b> button adjacent to the <b>Role</b> table to display the <b>Add Contract Role</b> dialog then select the correct <b>Role</b> from the drop down list.  Alternatively, the post details may be incorrect in the service term. To edit, open the required service term via <b>Tools   Staff   Pay Related</b> then edit the information in the <b>Posts</b> panel.
	4722Q	Post appears to be inconsistent with Role Identifier.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. Click the <b>New</b> button adjacent to the <b>Role</b> table to display the <b>Add Contract Role</b> dialog then select the correct <b>Role</b> from the drop down list.  Alternatively, the post details may be incorrect in the service term. To edit, open the required service term via <b>Tools   Staff   Pay Related</b> then edit the information in the <b>Posts</b> panel.
	4743Q	Post appears to be inconsistent with Role Identifier.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. Click the <b>New</b> button adjacent to the <b>Role</b> table to display the <b>Add Contract Role</b> dialog then select the correct <b>Role</b> from the drop down list.  Alternatively, the post details may be incorrect in the service term. To edit, open the required service term via <b>Tools   Staff   Pay Related</b> then edit the information in the <b>Posts</b> panel.
	4725Q	Role of TASS (Teaching Assistant) or HLTA (Higher Level Teaching Assistant) should be linked to post of TAS (Teaching Assistant).	The role of Teaching Assistant or Higher Level Teaching Assistant must not be used with any support posts.  Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. Click the <b>New</b> button adjacent to the <b>Role</b> table to display the <b>Add Contract Role</b> dialog then select the correct <b>Role</b> from the drop down list.  Alternatively, the post details may be incorrect in the service term. To edit, open the required service term via <b>Tools   Staff   Pay Related</b> then edit the information in the <b>Posts</b> panel.
	4730	Hours worked per week is in an invalid format. Format must be 99.99.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. Edit the value in the <b>Hours/Week</b> field.  It may also be necessary to edit the hours on the service term. Select <b>Tools   Staff   Pay Related</b> then edit the <b>Hour Worked/Week</b> field in the <b>Service Term</b> panel.
	4735	Hours worked per week must not be provided for both Post and Role for the same Contract/Service Agreement.	Please contact your Local Support Unit for assistance, quoting validation error code 4735.
	4740	Hours worked per week is missing.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. Enter the hours worked per week in the <b>Hours/Week</b> field.

Type	Code	Error Message	Comment/Resolution
	4745Q	Member of staff is working more than 48 hours a week. Please check.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. Check the value in the <b>Hours/Week</b> field. Edit the hours worked per week, if required.
	4746Q	The open contract for this member of staff is for less than 0.5 hours per week. Please check, if this is a zero hours contract it should be removed from the return.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. Check the value in the <b>Hours/Week</b> field. Edit the hours worked per week, if required
	4750	FTE Hours per week is invalid.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog then edit the <b>FTE</b> field.  It may also be necessary to edit the hours on the service term. Select <b>Tools   Staff   Pay Related</b> then select the applicable service term. Edit the <b>Hours Worked/Week</b> field located in the <b>Service Term</b> panel.
	4760	FTE Hours per week is missing.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog then edit the <b>FTE</b> field.  It may also be necessary to edit the hours on the service term. Select <b>Tools   Staff   Pay Related</b> then select the applicable service term. Edit the <b>Hours Worked/Week</b> field located in the <b>Service Term</b> panel.
	4765Q	FTE hours normally expected to be at least 24 and no greater than 40.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog then edit the <b>FTE</b> field.
	4770	Weeks per year is invalid.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog then edit the <b>Weeks/Year</b> field.  It may also be necessary to edit the hours on the service term. Select <b>Tools   Staff   Pay Related</b> then select the applicable service term. Edit the <b>Weeks Worked/Week</b> field located in the <b>Service Term</b> panel.
	4780	Weeks per year is missing.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog then enter the <b>Weeks/Year</b> .  It may also be necessary to edit the hours on the service term. Select <b>Tools   Staff   Pay Related</b> then select the applicable service term. Enter the <b>Weeks Worked/Week</b> in the <b>Service Term</b> panel.
	4800	Category of Additional Payment is invalid.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. <b>Open</b> the required <b>Allowances</b> then enter the correct <b>Category of Additional Payment</b> .
	4810	Where Additional Payment Amount is provided the Category of Additional Payment must also be provided.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. <b>Open</b> the required <b>Allowances</b> then enter the correct <b>Category of Additional Payment</b> .
	4820	Additional Payment Amount is in an invalid format. Format must be 999999.99.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. <b>Open</b> the required <b>Allowances</b> then enter the correct <b>Amount</b> in the format 999999.99.

Type	Code	Error Message	Comment/Resolution
	4830	Where Category of Additional Payment is provided the Additional Payment Amount must also be provided.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment</b> tab, <b>Open a Service Agreement</b> record to display the <b>Edit Service Agreement</b> dialog then enter the <b>SWC Additional Payment</b> amount.
	4832	Pay End Date cannot be before Pay Start Date.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. <b>Open</b> the required <b>Allowances</b> then enter the correct <b>Start Date</b> and <b>End Date</b> for the additional payment.
	4833	Start and end dates of TLR3 payment must be provided.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. <b>Open</b> the required <b>Allowances</b> then enter the correct <b>Start Date</b> and <b>End Date</b> for the additional payment.
	4834Q	Please check: additional payment start date is before beginning of previous academic year.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog. <b>Open</b> the required <b>Allowances</b> then check the <b>Start Date</b> and <b>End Date</b> for the additional payment.
	4900	First Day of absence must be in the previous academic year (01/09/2015 to 01/08/2016).	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, <b>Open</b> the applicable <b>Absences</b> record to display the <b>Edit Absence</b> dialog then select the <b>Type/Reason</b> from the drop-down list. Also check that the <b>Start Date</b> is entered correctly.
	4910	First Day of absence is missing.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, <b>Open</b> the applicable <b>Absences</b> record to display the <b>Edit Absence</b> dialog then enter the <b>Start Date</b> . The <b>Start Date</b> is mandatory if the absence <b>End Date</b> , <b>Working Days Lost</b> or <b>Payroll Absence Category</b> have been entered.
	4920	First Day of Absence must be in the academic year before <ReferenceDate>.	The first day of absence must be before 1 September prior to the census date. Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, <b>Open</b> the applicable <b>Absences</b> record to display the <b>Edit Absence</b> dialog then edit the <b>Start Date</b> .
	4930	Last Day of absence is in an invalid format. Format must be CCYY-MM-DD.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, <b>Open</b> the applicable <b>Absences</b> record to display the <b>Edit Absence</b> dialog then ensure that the <b>End Date</b> is entered in the correct format (CCYY-MM-DD).
	4935Q	Last Day of absence is missing for a non-maternity absence – please check absence is ongoing.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, <b>Open</b> the applicable <b>Absences</b> record to display the <b>Edit Absence</b> dialog. If the absence is <u>not</u> on going, enter the <b>End Date</b> .
	4936	Last Day of absence must be in the current or preceding academic year.	Where the last day of absence is provided, it must be on or after 1 September of the preceding calendar year. Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, <b>Open</b> the applicable <b>Absences</b> record to display the <b>Edit Absence</b> dialog then edit the <b>End Date</b> .
	4940	Last Day of absence cannot be before First Day of absence.	Where the last day of absence is provided, it must be later than or equal to the first day of absence. Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, <b>Open</b> the applicable <b>Absences</b> record to display the <b>Edit Absence</b> dialog then edit the <b>End Date</b> .




Type	Code	Error Message	Comment/Resolution
	4945Q	Please check: Last Day of Absence is not expected to be after <ReferenceDate> except in cases of maternity or paternity leave.	<p>Where the last day of absence is provided and the <b>Reason/Type</b> not equal to <b>Maternity/Paternity leave</b>, the last day of absence should not be after the census date.</p> <p>Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, <b>Open</b> the applicable <b>Absences</b> record to display the <b>Edit Absence</b> dialog then check that the <b>Reason/Type</b> and the <b>End Date</b> are correct.</p> <p><i>NOTE: Ensure that the <b>Training</b> check box is deselected in the <b>Absences</b> panel. When this check box is deselected, training absences are removed from the list making it easier to locate the maternity/paternity leave entries.</i></p>
	4950Q	Please check - more than one absence without an end date.	<p>There should not be more than one absence record where the <b>End Date</b> is missing.</p> <p>Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, <b>Open</b> each applicable <b>Absences</b> record to display the <b>Edit Absence</b> dialog then check the <b>End Date</b>.</p>
	4960Q	Please check: more than one absence record with Absence Category of Sickness covering the same date(s).	<p>Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, <b>Open</b> the required sickness <b>Absences</b> record to display the <b>Edit Absence</b> dialog. Check that the <b>Reason/Type</b>, <b>Start Date</b> and <b>End Date</b> are correct. These values should be for each sickness absence until the error is corrected.</p> <p><i>NOTE: Ensure that the <b>Training</b> check box is deselected in the <b>Absences</b> panel. When this check box is deselected, training absences are removed from the list making it easier to locate the sickness entries.</i></p>
	4980	Working Days Lost is in an invalid format. Format must be 999.9 and should be to the nearest half-day.	<p>Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, <b>Open</b> the applicable <b>Absences</b> record to display the <b>Edit Absence</b> dialog then edit the <b>Working Days Lost</b>. The entry must be in the format 999.9.</p>
	4990	Where Last Day of a sickness absence is provided then the number of Working Days Lost must be greater than zero.	<p>Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, <b>Open</b> the applicable <b>Absence</b> record to display the <b>Edit Absence</b> dialog then edit the value in the <b>Working Days Lost</b> field.</p>
	4922	Where Last Day of a pregnancy related absence is provided then the number of Working Days Lost must be greater than zero.	<p>Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, <b>Open</b> the applicable <b>Absence</b> record to display the <b>Edit Absence</b> dialog then edit the value in the <b>Working Days Lost</b> field.</p>
	5000	Absence Category is invalid.	<p>Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, <b>Open</b> the applicable <b>Absence</b> record to display the <b>Edit Absence</b> dialog then select the applicable <b>Absence Category</b> from the drop-down list.</p>
	6000	Subject Code is invalid.	<p>Select <b>Routine   Statutory Returns   School Workforce Census</b> then select the current return. In the <b>Curriculum for Teachers and Teaching Assistants</b> panel, select the correct code from the <b>General Subject</b> drop-down list.</p> <p>Alternatively, select <b>Tools   Setups   Subjects</b> then select the required subject. In the <b>Basic Details</b> panel, map the DfE subject code to the subject.</p>
	6100	Subject Code is missing.	<p>Select <b>Routine   Statutory Returns   School Workforce Census</b> then select the current return. In the <b>Curriculum for Teachers and Teaching Assistants</b> panel, select the required code from the <b>General Subject</b> drop-down list.</p> <p>Alternatively, select <b>Tools   Setups   Subjects</b> then select the required subject. In the <b>Basic Details</b> panel, map the DfE subject code to the subject.</p>

Type	Code	Error Message	Comment/Resolution
	6110	Subject Hours is invalid. Subject hours should be in the format 99.99 and should be less than or equal to 40.00.	Select <b>Routine   Statutory Returns   School Workforce Census</b> then select the current return. In the <b>Curriculum for Teachers and Teaching Assistants</b> panel, edit the <b>Hours Taught</b> ensuring that the format is 99.99 and that the number of hours is less than or equal to 40.00.
	6120	Subject Hours is missing	Select <b>Routine   Statutory Returns   School Workforce Census</b> then select the current return. In the <b>Curriculum for Teachers and Teaching Assistants</b> panel, add the <b>Hours Taught</b> ensuring that the format is 99.99 and that the number of hours is less than or equal to 40.00.
	6130	Year Group (NC Year Group) is invalid.	Select <b>Routine   Statutory Returns   School Workforce Census</b> then select the current return. In the <b>Curriculum for Teachers and Teaching Assistants</b> panel, select the correct curriculum year from the <b>Year Groups Taught</b> column drop-down list.
	6140	Year Group is missing.	Select <b>Routine   Statutory Returns   School Workforce Census</b> then select the current return. In the <b>Curriculum for Teachers and Teaching Assistants</b> panel, select the required curriculum year from the <b>Year Groups Taught</b> column drop-down list.
	6145	Two or more curriculum records with the same Subject/Year Group combination.	There should be no two curriculum records (within the same staff details record) that share both subject and year group. Select <b>Routine   Statutory Returns   School Workforce Census</b> then select the current return. In the <b>Curriculum for Teachers and Teaching Assistants</b> panel, edit the <b>General Subject</b> and the <b>Year Groups Taught</b> , so that no record has the same subject/year group combination.
	6200	Qualification Code is invalid.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Professional Details</b> tab, <b>Open</b> the applicable <b>Qualification</b> record to display the <b>Edit Qualification</b> dialog then select the correct <b>Qualification Level</b> from the drop-down list. Post A Level qualifications only are required for the School Workforce Census.
	6205	Class of Degree must be provided for teachers with a degree arriving in the school from 1 August 2013.	Select <b>Focus   Person   Staff</b> then search for and select the required person. Select the <b>Professional Details</b> tab then <b>Open</b> an existing Qualification or click the <b>New</b> button to display the <b>Edit (or Add a New) Qualification</b> dialog. Ensure that the <b>Class of Degree</b> is selected from the drop down list.
	6210	Qualification Code is missing.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Professional Details</b> tab, <b>Open</b> the applicable <b>Qualification</b> record to display the <b>Edit Qualification</b> dialog then select the required <b>Qualification Level</b> from the drop-down list.
	6220	Subject Code 1 is invalid.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Professional Details</b> tab, <b>Open</b> the applicable <b>Qualification</b> record to display the <b>Edit Qualification</b> dialog then select the correct <b>First Subject, Qualified</b> from the drop-down list.
	6240	Second qualification Subject Code 2 is invalid.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Professional Details</b> tab, <b>Open</b> the applicable <b>Qualification</b> record to display the <b>Edit Qualification</b> dialog then select the correct <b>Second Subject, Qualified</b> from the drop-down list.
	6245	Qualification Subject Code 1 and Subject Code 2 cannot be the same.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Professional Details</b> tab, <b>Open</b> the applicable <b>Qualification</b> record to display the <b>Edit Qualification</b> dialog. Ensure that different subject codes are selected from the <b>First Subject, Qualified</b> and <b>Second Subject, Qualified</b> drop-down lists.

Type	Code	Error Message	Comment/Resolution
	6500	There is more than one record with the same Teacher Number.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, ensure that the correct teacher number is entered in the <b>Teacher Number</b> field. This should have the format NN/NNNNN.
	6510Q	Please Check: There is more than one record with the same NI Number.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Personal Details</b> tab, check that the <b>NI Number</b> is correct ( <b>Personal Information</b> panel).
	6530Q	Please Check: The same person has a total Full Time Equivalent ratio greater than 1.5.	Select <b>Focus   Person   Staff</b> then select the name of the required staff member. On the <b>Employment Details</b> tab, <b>Open</b> the applicable <b>Contract</b> to display the <b>Edit Contract</b> dialog then edit the value in the <b>FTE</b> field.  Where a person has a single role, the FTE ratio for the role (where the FTE ratio is calculated by dividing the Hours Per Week by FTE Hours) must not be greater than 1.5.  Where the same person has more than one role, either because there is more than one concurrent Contract, or because one or more concurrent contract contains multiple roles, then the total FTE ratio for all roles (where total FTE ratio for all roles is calculated by accumulating the FTE ratio for each role, and the FTE ratio for each role is calculated by dividing the Hours Per Week by FTE Hours) must not be greater than 1.5.
	6540Q	At least one staff record in this school's return should show a role of Head Teacher or Executive Head Teacher.	Select <b>Focus   Person   Staff</b> then select the name of the staff member who has the role of Head Teacher or Executive Head Teacher. On the <b>Employment Details</b> tab, <b>Open</b> the required <b>Contract</b> then add a new <b>Role of Head Teacher</b> .
	6550Q	At least one staff record in this school's return should show a role of SENCO (SEN Co-ordinator).	Select <b>Focus   Person   Staff</b> then select the name of the staff member who has the role of SEN Co-ordinator. On the <b>Employment Details</b> tab, <b>Open</b> the required <b>Contract</b> then add a new <b>Role of SEN Co-ordinator</b> .
	7000	Vacancy Post is invalid.	Please contact your Local Support Unit for assistance, quoting validation error code 7000.
	7005	Vacancy Post is missing.	Select <b>Routine   Statutory Returns   School Workforce Census</b> then select the current return. In the <b>Vacancies on Census Day</b> panel, select the required <b>Post Name</b> from the drop-down list.
	7010	Vacancy Subject not required for this Vacancy Post.	Subjects are <u>not</u> required for some vacancies, i.e. Head Teacher, Deputy Head, Executive Head and Assistant Head. Select <b>Routine   Statutory Returns   School Workforce Census</b> then select the current return. In the <b>Vacancies on Census Day</b> panel, then select ( <b>NAP</b> ) - <b>Not Applicable</b> from the <b>General Subject</b> drop-down list.
	7020	Vacancy Subject required for this Vacancy Post.	Subjects are required for some vacancies, i.e. Head Teacher, Deputy Head, Executive Head and Assistant Head. Select <b>Routine   Statutory Returns   School Workforce Census</b> then select the current return. In the <b>Vacancies on Census Day</b> panel, select the required vacancy then select the applicable <b>General Subject</b> from the drop-down list.
	7030	Vacancy Subject is invalid.	Please contact your Local Support Unit for assistance, quoting validation error code 7030.
	7040	Vacancy Tenure is invalid.	Please contact your Local Support Unit for assistance, quoting validation error code 7040.
	7050	Vacancy Temporarily Filled is invalid.	Please contact your Local Support Unit for assistance, quoting validation error code 7050.
	7060	Vacancy Advertised is invalid.	Please contact your Local Support Unit for assistance, quoting validation error code 7060.



Type	Code	Error Message	Comment/Resolution
	7070	Vacancy Tenure, Vacancy Temporarily Filled and/or Vacancy Advertised is missing.	Please contact your Local Support Unit for assistance, quoting validation error code 7070.
	7100	Some Occasional Teacher Count details are missing or invalid.	Select <b>Routine   Statutory Returns   School Workforce Census</b> then select the current return. Ensure that the <b>Count</b> and <b>Number of Occasional Teachers (Total)</b> are correct in the <b>Occasional Teachers on Census Day</b> panel.
	7110	Number of Qualified Occasional Teachers present on Census Reference Date: value must be a non-negative whole number.	Select <b>Routine   Statutory Returns   School Workforce Census</b> then select the current return. Check the <b>Number of Occasional Teachers With QTS</b> in the <b>Occasional Teachers on Census Day</b> panel. This must be a non-negative whole number (can be zero).
	7111	Number of Unqualified Occasional Teachers present on Census Reference Date: value must be a non-negative whole number.	Select <b>Routine   Statutory Returns   School Workforce Census</b> then select the current return. Check the <b>Number of Occasional Teachers Without QTS</b> in the <b>Occasional Teachers on Census Day</b> panel. This must be a non-negative whole number (can be zero).
	7112	Number of Occasional Teachers where not known if qualified or not and who are present on Census Reference Date must be a negative whole number.	Select <b>Routine   Statutory Returns   School Workforce Census</b> then select the current return. Check the <b>Number of Occasional Teachers Where QTS Not Known</b> in the <b>Occasional Teachers on Census Day</b> panel. This must be a non-negative whole number (can be zero).
	7120Q	Please check: Number of Qualified Occasional Teachers present on Census Reference Date is unexpectedly high (40 or more).	Select <b>Routine   Statutory Returns   School Workforce Census</b> then select the current return. Check the <b>Number of Occasional Teachers (Total)</b> in the <b>Occasional Teachers on Census Day</b> panel. If the total is higher than 40, ensure that the values in the <b>Occasional Teachers on Census Day</b> table are correct.
	7121Q	Please check: Number of Unqualified Occasional Teachers present on Census Reference Date is unexpectedly high (10 or more).	Select <b>Routine   Statutory Returns   School Workforce Census</b> then select the current return. Check the <b>Number of Occasional Teachers Without QTS</b> and <b>Number of Occasional Teachers Where QTS Not Known</b> in the <b>Occasional Teachers on Census Day</b> panel. The number should be 10 or more.
	7122Q	Please check: Number of Teachers where not known if qualified or not and who are present on census day should be less than 10.	Select <b>Routine   Statutory Returns   School Workforce Census</b> then select the current return. Check the <b>Number of Occasional Teachers Where QTS Not Known</b> in the <b>Occasional Teachers on Census Day</b> panel. The number should be less than 10.
	7210	Number of Agency/Third Party support staff present on Census Reference Date: value must be a non-negative whole number.	Please contact your Local Support Unit for assistance, quoting validation error code 7210.
	7220Q	Please check: Number of Agency/Third Party support staff present on Census Reference Date is unexpectedly high (50 or more).	Ignore this validation query if there are no Third Party service providers, otherwise: Select <b>Routines   Statutory Returns   School Workforce Census</b> then select the current return. On the <b>School Workforce Census Return Details</b> page, edit the <b>Count</b> in the <b>Third Party Staff on Census Day</b> panel.

Type	Code	Error Message	Comment/Resolution												
	7230	Count of Agency/Third Party support staff must not include any Teaching Roles.	<p>Select <b>Routines   Statutory Returns   School Workforce Census</b> then select the current return. On the <b>School Workforce Census Return Details</b> page, check the <b>Role(s)</b> in the <b>Third Party Staff on Census Day</b> panel.</p> <p>Agency/Third Party support staff must not include:</p> <table border="0"> <tr> <td>ASHT</td> <td>DPHT</td> <td>EXHT</td> <td>HDTR</td> </tr> <tr> <td>MISC</td> <td>MUSC</td> <td>PERI</td> <td>SPLY</td> </tr> <tr> <td>TCHR</td> <td>TMIS</td> <td>TNON</td> <td>TPRU</td> </tr> </table>	ASHT	DPHT	EXHT	HDTR	MISC	MUSC	PERI	SPLY	TCHR	TMIS	TNON	TPRU
ASHT	DPHT	EXHT	HDTR												
MISC	MUSC	PERI	SPLY												
TCHR	TMIS	TNON	TPRU												
	7240Q	Please note that this return contains no vacancy records. Please ensure that this is correct.	Select <b>Routines   Statutory Returns   School Workforce Census</b> then select the applicable return. In the <b>Vacancies on Census Day</b> panel, ensure that any vacancies on census day are recorded.												
	8000	It is expected that part time headcount would be greater than FTE.	<p>Select <b>Focus   Person   Staff</b> then check the details.</p> <p>The number of full-time Educational Psychologists should be less than the number of part-time Educational Psychologists.</p>												