Rule number	Validation check	Error message	Applicable to Minimum Data Set	Type	Solution
4100Q	<TeacherNumber> should be provided where: [<QTS> or <EYTS> or <QTLS>] is equal to true or 1 OR Within any open contract (<Post> is one of [HDT, DHT, AHT, TCH, TCM, TCU, APP, or LDP] AND no <PayRange> is equal to 'UT').	Teacher with Teacher Number missing: Please supply a reason in a return level note.	No	School	# Go to Focus | Person | Staff | Employment Details add Teacher Number
4105	If present, the <TeacherNumber> must be seven or eight digits.	Teacher number must be 7 or 8 digits.	Yes	School	# Go to Focus | Person | Staff | Employment Details and edit Teacher Number
4110	<PersonFamilyName> must be provided and be validly formatted. For field format and/or allowed values please see associated CBDS entry.	Family Name is missing or has two or more consecutive spaces.	Yes	School	# Go to Focus | Person | Staff | Personnel Details and correct Surname
4120	<PersonGivenName> must be provided and be validly formatted. For field format and/or allowed values please see associated CBDS entry.	Given Name is missing or has two or more consecutive spaces.	Yes	School	# Go to Focus | Person | Staff | Personnel Details and correct Forename
4140	<PersonFamilyName> (Former Family Name) For field format and/or allowed values please see associated CBDS entry.	Former Family Name has two or more consecutive spaces.	Yes	School	# Go to Focus | Person | Staff | Personnel Details and correct Preferred Surname in Previous Names area
4150	Where Provided <NINumber> must be 9 characters, where first 2 characters must be alpha, next 6 characters must be numeric and final character can be A, B, C, D or space. Also first character must not be D,F,I,Q,U or V and second characters must not be D, F, I, O, Q, U or V.	NI Number has invalid Format	Yes	School	# Go to Focus | Person | Staff | Personnel Details and correct NI Number
4155	First 2 characters of <NINumber> must not be GB, BG, NK, KN, TN, NT or ZZ.	Temporary NI numbers must not be supplied. This must be replaced or removed.	Yes	School	# Go to Focus | Person | Staff | Personnel Details and amend or remove NI Number
4160Q	<NINumber> should be provided	Member of workforce with missing NI Number	Yes	School	# Go to Focus | Person | Staff | Personnel Details and provide NI Number
4180	<GenderCurrent> Must be provided and field format and/or allowed values must match associated CBDS entry.	Gender is missing or invalid.	No	School	# Go to Focus | Person | Staff | Personnel Details and correct Gender
4190	<PersonBirthDate> must be provided and be in a valid format For field format and/or allowed values please see associated CBDS entry.	Date of Birth missing or has invalid format. Format should be CCYY-MM-DD.	Yes	School	# Go to Focus | Person | Staff | Personnel Details and provide Date of Birth
4195Q	For any establishment, no more than two members of staff should have <PersonBirthDate> equal to CCYY-01-01	Two other members of staff also have a date of birth of 1 January, please confirm if this is correct.	Yes	School	# Go to Focus | Person | Staff | Personal Details and provide Date of Birth
4200	<PersonBirthDate>. Calculate age. Age must be over 13 and under 100	Person's age must be between 13 and 100 years	Yes	School	# Go to Focus | Person | Staff | Personnel Details and correct Date of Birth
4220	<Ethnicity> must be provided and field format and/or allowed values must match associated CBDS entry	Ethnicity is missing or invalid	No	School	# Go to Focus | Person | Staff | Personnel Details and correct Ethnicity
4225	<Disability> must be provided and field format and/or allowed values must match associated CBDS entry	Disability is missing or invalid	No	School	# Go to Focus | Person | Staff | Personnel Details and correct Disability
4227	If <Role> = ('SENC'), then <QTS> and <EYTS> and <QTLS> must be present. Applies to all contracts, open or closed.	Qualified Status is missing for a SENCO.	No	School	# Go to Focus | Person | Staff | Professional Details and correct QT Status
4228	If <Post> not = ('LNT', 'OSP' or 'TAS') then <QTS> and <EYTS> and <QTLS> must be present	Qualified Status is missing for a teacher	No	School	# Go to Focus | Person | Staff | Professional Details and correct QT Status
4229Q	If <Role> = ('SENC'), then one of (<QTS> OR <EYTS> OR <QTLS>) should be 'true' or '1'. Applies to all contracts, open or closed.	Qualified Status is missing for a SENCO. Under the Special Educational Needs and Disability Regulations 2014 schools are obliged to employ a qualified teacher as a SENCO.	No	School	# Go to Focus | Person | Staff | Professional Details and correct QT Status
4230	<QTS> If provided must be 'true' or 'false' or '1' or '0' For field format and/or allowed values please see associated CBDS entry.	QTS is invalid	No	School	# Go to Focus | Person | Staff | Professional Details and correct QT Status
4231	<EYTS> If provided must be 'true' or 'false' or '1' or '0' For field format and/or allowed values please see associated CBDS entry.	EYTS is invalid	No	School	# Go to Focus | Person | Staff | Professional Details and correct EYT Status
4232	<QTLS> If provided must be 'true' or 'false' or '1' or '0' For field format and/or allowed values please see associated CBDS entry.	QTLS is invalid	No	School	# Go to Focus | Person | Staff | Professional Details and correct QTLS Status

4233Q	Number of staff members with (('QTS' OR 'QTLS' OR 'EYTS') = 'True' or '1') AND Post = ('HDT', 'DHT', 'AHT', 'TCU', 'TCM', 'TCH', 'LDP') is less than 60% of the Number of staff members with Post = ('HDT', 'DHT', 'AHT', 'TCU', 'TCM', 'TCH', 'LDP'). Only to be applied where: Number of staff members with Post = ('HDT', 'DHT', 'AHT', 'TCU', 'TCM', 'TCH', 'LDP') is greater than or equal to 10. Applies to all contracts, open or closed.	Please check: fewer than 60% of teachers appear to have Qualified Teacher Status.	No	School	! Empty
4235Q	If <QTS> = 'true' or '1' then <PersonBirthDate> should be 21 years or more prior to the <ReferenceDate>	Person is not expected to have QTS and be under 21 years of age on <ReferenceDate>.	No	School	! Missing
4236Q	If <EYTS> = 'true' or '1' then <PersonBirthDate> should be 21 years or more prior to the <ReferenceDate>	Person is not expected to have EYTS and be under 21 years of age on <ReferenceDate>.	No	School	# Go to Focus	Person	Staff	Personnel Details and check Date of Birth
4237Q	If <QTLS> = 'true' or '1' then <PersonBirthDate> should be 21 years or more prior to the <ReferenceDate>	Person is not expected to have QTLS and be under 21 years of age on <ReferenceDate>.	No	School	# Go to Focus	Person	Staff	Personnel Details and check Date of Birth
4238Q	If, for a staff member, any <Post> = 'TAS' or any <Role> = 'TASS' then <HLTAStatus> should be present	HLTA Status is missing for a Teaching Assistant	No	School	# Go to Focus	Person	Staff	Professional Details and provide HLTA Status
4240	<HLTAStatus> If provided must be true or 1 or false or 0 For field format and/or allowed values please see associated CBDS entry.	HLTA Status is invalid	No	School	# Go to Focus	Person	Staff	Professional Details and correct HLTA Status
4245	If <HLTAStatus> = true or 1 then <PersonBirthDate> must be 18 years or more prior to <ReferenceDate>	Person cannot be shown as having HLTA status and be under 18 on <ReferenceDate>	No	School	# Go to Focus	Person	Staff	Personnel Details and correct Date of Birth
4250	<QTSRoute> If provided must be a valid value For field format and/or allowed values please see associated CBDS entry.	QTS Route is invalid	No	School	# Go to Focus	Person	Staff	Professional Details and correct QTS Route
4260	if <NewlyQualifiedTeacher> = 'NQT1' or 'NQT2' then <QTS> must be '1' or 'True'	To be recorded as a Newly Qualified Teacher a teacher must be on the Early Career Framework and have QTS.	No	School	Please contact software supplier
Q4265	if <NewlyQualifiedTeacher> = 'NQT2' then <SchoolArrivalDate> should be no ealier than 1 September 2017	Teacher appears to be in second year of induction after more than 4 years in post. Please check	No	School	! Missing
Q4270	if <NewlyQualifiedTeacher> = 'NQT1' then <SchoolArrivalDate> should be no ealier than 1 September 2019	Teacher appears to be in first year of induction after more than 2 years in post. Please check	No	School	! Missing
4085	Across the data return from a single source at least one <ContractOrService> node must be included. [Return level validation rule]	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.	No	School	Please check: No contracts are included
4280	<LASchoolLevel> must be provided and must be equal to S or L	LA or School Level indicator missing or invalid	No	School	Please contact software supplier
4310	<ContractType> must be provided and field format and/or allowed values must match associated CBDS entry.	Contract/Service Agreement Type is missing or invalid	No	School	# Go to Focus	Person	Staff	Employment Details and correct Contract Type
4350	<ContractStart> Must be provided For field format and/or allowed values please see associated CBDS entry.	Contract/Service Agreement Start Date is missing	No	School	# Go to Focus	Person	Staff	Employment Details and add Contract Start Date
4355	<ContractStart> must be less than or equal to <ReferenceDate>.	Contract/Service Agreement Start Date can not be in the future.	No	School	# Go to Focus	Person	Staff	Employment Details and correct Contract Start Date
4357Q	[<ReferenceDate> - <ContractStart>] should be equal to or less than 30 years.	Contract/Service Agreement Start Date more than 30 years ago.	No	School	# Go to Focus	Person	Staff	Employment Details and check Contract Start Date
4360	<ContractEnd>, if present, must be on or after 1st September of preceding calendar year.	Contract has invalid end date for this Census.	No	School	# Go to Focus	Person	Staff	Employment Details and correct Contract End Date
4370	<ContractEnd> If provided must be a valid date For field format and/or allowed values please see associated CBDS entry.	Contract End Date is invalid.	No	School	# Go to Focus	Person	Staff	Employment Details and correct Contract End Date
4375	If provided, <ContractEnd> must be at least 27 days after <ContractStart> of the same <ContractOrService>.	Contract/Service Agreement end date must be at least 27 days after the start date.	No	School	# Go to Focus	Person	Staff	Employment Details and correct Contract End Date
4376	If <ContractEnd> not provided and <ContractType> is not equal to PRM, <ContractStart> must be at least 27 days before <ReferenceDate>.	Service agreements and temporary contracts that have lasted less than 28 days, as of reference date, 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.	No	School	# Go to Focus	Person	Staff	Employment Details and correct Contract End Date
4377Q	If <ContractType> is not equal to FXT then if provided, <ContractEnd> should be prior to or equal to <ReferenceDate>.	Contract/Service Agreement end date should be on or prior to Census Reference Date for this type of contract or agreement	No	School	# Go to Focus	Person	Staff	Employment Details and correct Contract End Date
4380	If <ContractType> is equal to FXT <ContractEnd> must be provided.	Contract/Service Agreement Type is Fixed Term therefore End Date must be specified.	No	School	# Go to Focus	Person	Staff	Employment Details and correct Contract End Date
4385	Where <ContractType> = ('PRM' or 'FXT' or 'TMP') and <Post> not = ('LNT', or 'OSP' or 'AVT') and <ContractEnd> is provided and before <ReferenceDate> then <DestinationCode> must be provided	Destination code must be provided for completed contracts	No	School	# Go to Focus	Person	Staff	Employment Details and correct Destination Code

4390Q	If <DestinationCode> is provided <ContractEnd> should be provided	Destination code has been provided therefore contract End Date should be specified: If it cannot be supplied, please give a reason in a return level note.	No	School	# Go to Focus	Person	Staff	Employment Details and add Contract End Date
4400	Where provided <ContractEnd> must be greater than or equal to <ContractStart>	Contract End Date cannot be before contract Start Date	No	School	# Go to Focus	Person	Staff	Employment Details and correct Contract End Date
4410	<Post> Must be provided and field format and/or allowed values must match associated CBDS entry.	Post is missing or invalid	No	School	# Go to Focus	Person	Staff	Employment Details and add Post
4413	If <Post> = 'EXH' then one of the child <Role> elements must contain <RoleIdentifier> of 'EXHT'	Post shown as Executive Head. One of the associated Roles must also be Executive Head	No	School	# Go to Focus	Person	Staff	Employment Details and add Role
4414	If <Post> = 'HDT' then one of the child <Role> elements must contain <RoleIdentifier> of 'HDTR'	Post shown as Head Teacher. One of the associated Roles must also be Head Teacher	No	School	# Go to Focus	Person	Staff	Employment Details and add Role
4415	If <Post> = 'DHT' then one of the child <Role> elements must contain <RoleIdentifier> of 'DPHT'	Post shown as Deputy Head. One of the associated Roles must also be Deputy Head	No	School	# Go to Focus	Person	Staff	Employment Details and add Role
4416	If <Post> = 'AHT' then one of the child <Role> elements must contain <RoleIdentifier> of 'ASHT'	Post shown as Assistant Head Teacher. One of the associated Roles must also be Assistant Head	No	School	# Go to Focus	Person	Staff	Employment Details and add Role
4417Q	If <Role> is equal to 'HLTA' then <HLTAStatus> should be true or 1	If role is HLTA then HLTA Status is expected to be true	No	School	# Go to Focus	Person	Staff	Professional Details and edit HLTA Status
4420	<SchoolArrivalDate> Where present, please see associated CBDS entry for field format and/or allowed values	Date of Arrival in School is invalid	No	School	# Go to Focus	Person	Staff	Employment Details and correct Employment Start
4425Q	<SchoolArrivalDate>, if provided, should be less than 40 years prior to the <Reference Date>	Date of Arrival in School is more than 40 years ago. Please confirm if this is correct.	No	School	# Go to Focus	Person	Staff	Employment Details and check Employment Start
4430Q	Where <Post> not = ('LNT', 'OSP' or `AVT'), and <LASchoolLevel> is equal to S, then <SchoolArrivalDate> should be supplied	Date of Arrival in School has not been supplied. Please confirm if this is correct.	No	School	# Go to Focus	Person	Staff	Employment Details and add Employment Start
4440Q	Where <Post> not = ('LNT', 'OSP' ' or `AVT'), then <SchoolArrivalDate>, if present, should not be later than <ContractStart>	Date of Arrival in School should not be later than the start of the contract: If Date of Arrival is later, please supply a reason in a return level note.	No	School	# Go to Focus	Person	Staff	Employment Details and correct Employment Start
4460	<PayRange>, where provided, field format and/or allowed values must match associated CBDS entry.	Pay Range is invalid	No	School	# Go to Focus	Person	Staff	Employment Details and correct Pay Scale/Range
4470Q	Where <PayRange> is equal to LD, TE, TU or LP then [<QTS> or <EYTS> or <QTLS>] should be equal to 'true' or '1'	Qualified Status inconsistent with Pay Range type	No	School	# Go to Focus	Person	Staff	Professional Details and check QT Status
4480Q	Where <Post> is equal to 'LNT', 'OSP' or TAS then <PayRange> should not be equal to 'UT', LD, TE, TU or LP.	The Pay Range supplied is not valid for a support staff or teaching assistant Post	No	School	# Go to Focus	Person	Staff	Employment Details and correct Pay Scale/Range
4490	Where <ContractEnd> not present or after Reference Date or equal to Reference Date and <DailyRate> is not equal to 'Y' and <Post> is equal to HDT, DHT or AHT then, if present, <PayRange> must be equal to LD or OT.	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".	No	School	# Go to Focus	Person	Staff	Employment Details and correct Pay Scale/Range
4495Q	Where <ContractType> ='PRM' or 'FXT' or 'TMP' then <DailyRate> should not be 'Y'.	Daily Rate should not be used except for agency or service agreement teachers.	No	School	# Go to Focus	Person	Staff	Employment Details and correct Daily Rate
4505	Where <ContractEnd> not present or else equal to or after Reference Date and <DailyRate> is not equal to 'Y' and <Post> is equal to LDP then <PayRange> must be equal to LP.	Pay Range is invalid for the given post. Leading practitioners must be paid under the "Leading Practitioners" pay Range.	No	School	# Go to Focus	Person	Staff	Employment Details and correct Pay Scale/Range
4570	<DailyRate> Where provided, field format and/or allowed values must match associated CBDS entry.	Daily Rate is invalid	No	School	# Go to Focus	Person	Staff	Employment Details and correct Daily Rate
4580	<DestinationCode> Where provided, field format and/or allowed values must match associated CBDS entry.	Destination code is invalid	No	School	# Go to Focus	Person	Staff	Employment Details and correct Destination Code
4585	<LeavingReason> Where provided, field format and/or allowed values must match associated CBDS entry.	Leaving Reason is invalid	No	School	# Go to Focus	Person	Staff	Employment Details and correct Reason for Leaving
4586	Where <LeavingReason> Equals 'OTE' or 'OTT' then <DestinationCode> must not equal ('NONUKO', 'PUBSEC', 'SELFMP', 'OTHERE')	If leaving reason is 'Left for other teaching Post' or 'Still in Education' then Destination must be employment in education.	No	School	# Go to Focus	Person	Staff	Employment Details and check Destination and Reason for Leaving
4587	Where <LeavingReason> Equals 'NAC' then <DestinationCode> must equal 'NAPPCH'	If leaving reason is 'Not Applicable- Change of Contract' then Destination must be the same	No	School	# Go to Focus	Person	Staff	Employment Details and check Destination and Reason for Leaving
4588	Where <LeavingReason> Equals 'DCS' <DestinationCode> must equal 'OTHERR'	If leaving reason is 'Deceased' then Destination must be 'Other'.	No	School	# Go to Focus	Person	Staff	Employment Details and check Destination and Reason for Leaving
4600	<Origin> Where provided, field format and/or allowed values must match associated CBDS entry.	Origin is invalid	No	School	# Go to Focus	Person	Staff	Employment Details and correct Origin

4610	Where <Post> not = ('LNT', 'OSP' or `AVT') AND <ContractType> = ('PRM' or 'FXT' or 'TMP'), then if <ContractStart> is greater than 2009-08-31 then <Origin> must be provided.	Origin must be provided for teachers and teaching assistants who joined after 2009-08-31.	No	School	# Go to Focus	Person	Staff	Employment Details and add Origin
4515	For each <ContractOrServiceGroup>, where <ContractEnd> not present or else equal to or after <ReferenceDate> and <DailyRate> is not equal to 'Y', then at least one Payments Node must exist in either the <PostLevelDetails> node or in the <RoleLevelDetails> node.	No Payment information has been provided	No	School	# Go to Focus	Person	Staff	Employment Details and add payment information
4516	If <Post> is one of EXH, HDT, DHT, AHT, TCM, TCU, TCH, APP or LDP; AND, <ContractStart> is before 31 August of year prior to reference date; AND, <DailyRate> is not equal to 'Y'; AND, <ContractType> ='PRM' or 'FXT' or 'TMP'; AND, <ContractEnd> is not present or is equal to or after census reference date; Then Pay Review Date must be present, AND must be after 31 August of year prior to reference date.	Teacher should have had a pay review since beginning of previous academic year. If they have not, please supply a reason in a return level note.	No	School	# Go to Focus	Person	Staff	Employment Details and check contract details contain Pay Review Dates for teachers
4517Q	Across the data return from a single source, where <Estab> number is present, at least one Pay Review Date should be included. [Return level validation rule]	This return contains no Pay Review Dates, please ensure that this is correct.	No	School	Go to Focus	Person	Staff	Employment Details and check contract details contain Pay Review Dates for teachers
4521Q	If Post = (EXH, HDT, DHT or AHT) AND <ContractEnd> is not present or is equal to or after census reference date; AND, <DailyRate> is not equal to 'Y'; then PayFramework should be supplied in every <payments> node in that contract.	Please supply the Framework under which this leadership teacher is being paid, i.e. 'Pre 2014' framework or '2014' framework	No	School	# Go to Focus	Person	Staff	Employment Details and check contract details. Or if pay details panel is visible, go to Pay Details Panel and enter framework
4522Q	Where <SchoolArrivalDate> is > 31st August 2014 then PayFramework, if present, should be '2014'	Teacher is being paid under 'Pre 2014' framework even though they arrived after 31 August 2014: Please supply a reason in a return level note.	No	School	# Go to Focus	Person	Staff	Employment Details and check contract details
4523Q	If Post = (EXH, HDT, DHT or AHT), AND <PayRange> = 'LD', AND, <ContractEnd> is not present or is equal to or after census reference date; AND, <DailyRate> is not equal to 'Y'; then PayRangeMinimum should be supplied.	Please supply the Pay Range Minimum for this leadership teacher.	No	School	# Go to Focus	Person	Staff	Employment Details and check contract
4524Q	If Post = (EXH, HDT, DHT or AHT), AND <PayRange> = 'LD', AND, <ContractEnd> is not present or is equal to or after census reference date; AND, <DailyRate> is not equal to 'Y'; then PayRangeMaximum should be supplied.	Please supply the Pay Range Maximum for this leadership teacher.	No	School	# Go to Focus	Person	Staff	Employment Details and check contract
4530	<BasePay> Where Base Pay is present and not zero, please see associated CBDS entry for field format and/or allowed values.	Base Pay is in an invalid format. Format must be 999999.99	No	School	# Go to Focus	Person	Staff	Employment Details and correct Base Pay
4540	If <ContractEnd> not present or else equal to or after <ReferenceDate>, and <DailyRate> is not equal to 'Y', then <BasePay> must be provided.	If staff member is not paid by a Daily Rate then Base Pay must be provided	No	School	# Go to Focus	Person	Staff	Employment Details and add Base Pay
4545Q	Where <BasePay> is present then <BasePay> should be greater than or equal to: <HoursPerWeek> multiplied by <WeeksPerYear> multiplied by 4.30	Staff member appears to be paid less than the minimum wage for apprentices, please supply a reason in a return level note.	No	School	# Go to Focus	Person	Staff	Employment Details and check Base Pay
4565Q	Where <Post> = ('OSP' or 'TAS') AND <ContractType> ='PRM' or 'FXT' or 'TMP', then Base Pay, totalled across contract node should be less than £50,000.	Staff member appears to be paid more than the maximum of the local government pay scale, please supply a reason in a return level note.	No	School	# Go to Focus	Person	Staff	Employment Details and check Base pay
4575Q	Where <Post> = ('LNT' or 'AVT') AND <ContractType> ='PRM' or 'FXT' or 'TMP', then Base Pay, totalled across contract node should be less than £80,000.	Staff member appears to be paid more than the maximum of the local government pay scale, please supply a reason in a return level note.	No	School	# Go to Focus	Person	Staff	Employment Details and check Base Pay
4550	Where <DailyRate> is equal to 'Y' then <BasePay> must not be provided	Base Pay must not be provided where Daily Rate is Y	No	School	# Go to Focus	Person	Staff	Employment Details and remove Base Pay
4555	A <Payments> node cannot be provided in both the <PostLevelDetails> node and the <RoleLevelDetails> node under the same contract.	Pay (i.e. Base Pay, 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	No	School	# Go to Focus	Person	Staff	Employment Details and edit Base Pay

4560	<SafeguardedSalary> Where provided, field format and/or allowed values must match associated CBDS entry.	Safeguarded Salary is in an invalid format. Format should be '1' or '0' or 'true' or 'false'	No	School	# Go to Focus	Person	Staff	Employment Details and correct Safeguarded Salary
4700	The Role validation below is applicable to all Role nodes. At least one Role Node must be supplied for the associated contract Node.	No Role details have been supplied	No	School	# Go to Focus	Person	Staff	Employment Details and add Role
4710	<RoleIdentifier> Must be provided and field format and/or allowed values must match associated CBDS entry.	Role Identifier is missing or invalid	No	School	# Go to Focus	Person	Staff	Employment Details and add Role
4720	Where <Post> is equal to (LNT, OSP or TAS) then the following <RoleIdentifier> values are invalid within the contract node: ASHT, DPHT, EXHT, HDTR, MISC, MUSC, PERI, SPLY, TCHR, TMIS, TNON, TPRU.	Post is inconsistent with Role Identifier. Non teaching Post has a teaching role associated for a staff member.	No	School	# Go to Focus	Person	Staff	Employment Details and correct Role
4722Q	Where <Post> is equal to (LNT, OSP or TAS) then the following <RoleIdentifier> values should not be used within the contract node: CADV, HDPT, HDHO, HDYR, INST	Post appears to be inconsistent with Role Identifier. Non teaching Post has a role associated for a staff member that would be expected to be normally filled by a teacher.	No	School	# Go to Focus	Person	Staff	Employment Details and add Role
4723Q	If role is not one of (ASHT, DPHT, EXHT, HDTR, MISC, MUSC, PERI, SPLY, TCHR, TMIS, TNON, TPRU, CADV, HDPT, HDHO, HDYR, SENC, INST, ADVT) then post within the contract node should be one of (LNT, OSP or TAS)	Role Identifier appears to be inconsistent with Post.	No	School	# Go to Focus	Person	Staff	Employment Details and check Role/Post
4725Q	Where <Post> is equal to (LNT, OSP) then the following <RoleIdentifier> values should not be used: TASS, HLTA	Role of TASS (Teaching Assistant) or HLTA (Higher Level Teaching Assistant) should normally be linked to post of TAS (Teaching Assistant)	No	School	# Go to Focus	Person	Staff	Employment Details and check Role/Post
4730	<HoursPerWeek> Where provided, field format and/or allowed values must match associated CBDS entry.	Hours worked per week is in an invalid format. Format must be 99.99.	No	School	# Go to Focus	Person	Staff	Employment Details and correct Hours per week
4735	An <Hours> node cannot be provided in both the <PostLevelDetails> node and the <RoleLevelDetails> node under the same contract.	Hours worked per week must not be provided for both Post and Role for the same contract or service agreement	No	School	Please contact software supplier
4740	<HoursPerWeek> must be provided. Note - this should be evaluated against both Post and Role details.	Hours worked per week is missing	No	School	# Go to Focus	Person	Staff	Employment Details and amend Hours worked per week
4745Q	<HoursPerWeek>, totalled across all open contracts for a member of staff, should be less than or equal to 48.	Member of staff is working more than 48 hours a week. Please confirm if this is true.	No	School	# Go to Focus	Person	Staff	Employment Details and amend Hours worked per week
4746Q	<HoursPerWeek>, in an open contract, should be greater than or equal to 0.5, including hours entered at post and at role level.	The open contract for this member of staff is for less than 0.5 hours per week. If this is a zero hours contract it should be removed from the return. Please confirm if the hours recorded are correct.	No	School	# Go to Focus	Person	Staff	Employment Details and check Hours worked per week
4750	<FTEHours> where provided, field format and/or allowed values must match associated CBDS entry.	FTE Hours per week is invalid	No	School	# Go to Focus	Person	Staff	Employment Details and correct FTE Hours
4760	<FTEHours> must be provided. Note - this should be evaluated against both Post and Role details.	FTE Hours per week is missing	No	School	# Go to Focus	Person	Staff	Employment Details and add FTE Hours
4765Q	Where <FTEHours> provided and where <RoleIdentifier> not equal to MIDS, then <FTEHours> should not be less than 24 or more than 40	FTE hours normally expected to be at least 24 and no greater than 40	No	School	# Go to Focus	Person	Staff	Employment Details and add FTE Hours
4770	<WeeksPerYear>, Where provided, field format and/or allowed values must match associated CBDS entry.	Weeks per year is invalid	No	School	# Go to Focus	Person	Staff	Employment Details and correct Weeks per year
4780	Where <DailyRate> is not equal to 'Y', then <WeeksPerYear> must be provided. Note - this should be evaluated against both Post and Role details.	Weeks per year is missing	No	School	# Go to Focus	Person	Staff	Employment Details and add Weeks per year
4800	<PaymentType>, where provided, field format and/or allowed values must match associated CBDS entry.	Category of Additional Payment is invalid	No	School	# Go to Focus	Person	Staff	Employment Details and correct Category of Additional Payment
4810	Where <PaymentAmount> is provided the <PaymentType> must also be provided	Where Additional Payment Amount is provided the Category of Additional Payment must also be provided	No	School	# Go to Focus	Person	Staff	Employment Details and correct Category of Additional Payment
4820	<PaymentAmount>, where provided, field format and/or allowed values must match associated CBDS entry.	Additional Payment Amount is in an invalid format. Format must be 999999.99	No	School	# Go to Focus	Person	Staff	Employment Details and correct Additional Payment Amount
4830	Where <PaymentType> is provided the <PaymentAmount> must also be provided	Where Category of Additional Payment is provided the Additional Payment Amount must also be provided	No	School	# Go to Focus	Person	Staff	Employment Details and add Additional Payment Amount
4832	Where provided <PayEndDate> must be greater than or equal to <PayStartDate>	Pay End Date cannot be before Pay Start Date	No	School	# Go to Focus	Person	Staff	Employment Details and check Additional Payment Amount dates
4833	If <PaymentType> = 'TL3' then <PayStartDate> and <PayEndDate> must be supplied.	Start and end dates of TLR3 payment must be provided.	No	School	# Go to Focus	Person	Staff	Employment Details and check Additional Payment Amount dates
4834Q	Where provided, <PayStartDate> should be after 31 August of year prior to Census Reference Date	Additional payment start date is before beginning of previous academic year: please supply a reason in a return level note.	No	School	# Go to Focus	Person	Staff	Employment Details and check Additional Payment Amount dates
4095Q	Across the data return from a single source, where <Estab> number is present, at least one <Absence> node should be included. [Return level validation rule]	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.	No	School	Please check: No absence records are included

4900	<FirstDayOfAbsence> For field format and/or allowed values please see associated CBDS entry.	First Day of absence is invalid	No	School	# Go to Focus	Person	Staff	Personnel Details and correct Absence Type/Reason
4910	Where <LastDayOfAbsence> or <WorkingDaysLost> or <AbsenceCategory> is provided <FirstDayOfAbsence> must also be provided	First Day of absence is missing	No	School	# Go to Focus	Person	Staff	Personnel Details and add First day of absence
4920	<FirstDayOfAbsence> must be before the 1st September prior to the <ReferenceDate>	First Day of absence must be in the previous academic year (01/09/2020 to 31/08/2021)	No	School	# Go to Focus	Person	Staff	Personnel Details and correct First day of absence
4930	<LastDayOfAbsence> Where provided, field format and/or allowed values must match associated CBDS entry.	Last Day of absence is in an invalid format. Format must be CCYY-MM-DD.	No	School	# Go to Focus	Person	Staff	Personnel Details and correct Absence Type/Reason
4935Q	<LastDayOfAbsence> Where <LastDayOfAbsence> is not provided and <AbsenceCategory> is not equal to 'MAT', checks should be made to ensure absence is ongoing.	Last Day of absence is missing for a non-maternity absence – please confirm if absence is ongoing	No	School	# Go to Focus	Person	Staff	Personnel Details and check Last day of absence
4936	<LastDayOfAbsence> Where <LastDayOfAbsence> is provided, it must be on or after 1st September of the preceding calendar year.	Last Day of absence must be in the current or preceding academic year	No	School	# Go to Focus	Person	Staff	Personnel Details and correct Last day of absence
4940	Where <LastDayOfAbsence> is provided, it must be greater than or equal to <FirstDayOfAbsence>	Last Day of absence cannot be before First Day of absence	No	School	# Go to Focus	Person	Staff	Personnel Details and correct Last day of absence
4945Q	Where <LastDayOfAbsence> is provided, and Absence Category not equal to "MAT", then last day of absence should not be after <ReferenceDate>	Last Day of absence is not expected to be after <ReferenceDate>, except in cases of maternity or paternity leave. Please confirm if last day of absence is correct.	No	School	# Go to Focus	Person	Staff	Personnel Details and check Last day of absence
4950Q	There should be no more than one Absence node for the associated Staff Details Node where the <LastDayOfAbsence> is missing	More than one absence record without an end date, please confirm if this is correct.	No	School	# Go to Focus	Person	Staff	Personnel Details and correct Absence Record
4960Q	For a set of Absence Nodes for the Staff Details Node there should be no more than one Sickness Absence node covering the same day or days i.e. there should be no two Absence Nodes with <AbsenceCategory>= 'SIC' or 'PRG' and (<FirstDayOfAbsence> less than or equal to <LastDayOfAbsence> of any other node where <AbsenceCategory>= 'SIC' or 'PRG') and (<LastDayOfAbsence> greater than or equal to <FirstDayOfAbsence> of the same other node)	More than one absence record with absence category of sickness or pregnancy related absence covering the same date(s): Please supply a reason in a return level note.	No	School	# Go to Focus	Person	Staff	Personnel Details and correct Absence Record
4980	<WorkingDaysLost> Where provided, field format and/or allowed values must match associated CBDS entry and be to the nearest half-day.	Working Days Lost is in an invalid format. Format must be 999.9 and should be to the nearest half-day.	No	School	# Go to Focus	Person	Staff	Personnel Details and correct Working Days Lost
4990	Where <LastDayOfAbsence> is provided and <AbsenceCategory> is equal to SIC then <WorkingDaysLost> must be >0	Where Last Day of a sickness absence is provided then the number of Working Days Lost must be greater than zero.	No	School	# Go to Focus	Person	Staff	Personnel Details and add Working Days Lost
4992	Where <LastDayOfAbsence> is provided and <AbsenceCategory> is equal to PRG then <WorkingDaysLost> must be >0	Where Last Day of a pregnancy related absence is provided then the number of Working Days Lost must be greater than zero.	No	School	# Go to Focus	Person	Staff	Personnel Details and correct Working Days Lost
5000	<AbsenceCategory> Where provided, for field format and/or allowed values please see associated CBDS entry. Note that TRN absences are not required in SWF though they are contained in CBDS.	Absence Category is invalid	No	School	# Go to Focus	Person	Staff	Personnel Details and correct Absence Category
5010	Where <FirstDayOfAbsence> or <LastDayOfAbsence> or <WorkingDaysLost> is provided then <AbsenceCategory> must also be provided	Absence Category is missing	No	School	# Go to Focus	Person	Staff	Personnel Details and add Absence Category
6000	<Subject> For field format and/or allowed values please see associated CBDS entry.	Subject Code is invalid	No	School	# Go to Curriculum Panel and amend Subject Code
6100	Where <SubjectHours> or <YearGroup> is provided then <Subject> must also be provided	Subject Code is missing	No	School	# Go to Curriculum Panel and amend Subject Code
6110	<SubjectHours> For field format and/or allowed values please see associated CBDS entry.	Subject Hours is invalid. Subject hours should be in the format 99.99 and should be less than or equal to 40.00.	No	School	# Go to Curriculum Panel and amend Subject Hours
6120	Where <Subject> or <YearGroup> is provided then <SubjectHours> must also be provided	Subject Hours is missing	No	School	# Go to Curriculum Panel and add Subject Hours

6130	<Year Group> must be one of 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, M or X	Year Group (NC Year Group) is invalid	No	School	# Go to Curriculum Panel and amend NC Year
6140	Where <Subject> or <SubjectHours> is provided then <YearGroup> must also be provided	Year Group is missing	No	School	# Go to Curriculum Panel and add NC Year Group
6145	For a set of Curriculum Nodes within the Staff Details Record there must be no more than one Curriculum Node covering the same Subject/Year Group combination i.e. there must be no two Curriculum Nodes within the same Staff Details Record which share both <Subject> and <YearGroup>	Two or more curriculum records with the same Subject/Year Group combination	No	School	# Go to Curriculum Panel and edit Subject/Year Group combination
6150Q	The count of <Curriculum> records with (<YearGroup> = 11 OR <YearGroup> = 10) and <Subject> = 'ICT' should be zero. [Return level rule]	Normally 'Computer Science' should be taught at KS4, rather than 'ICT'. ICT should only be used for vocational awards, as the ICT GCSE was withdrawn in 2015. Please check that this subject is not actually 'Computer Science'	No	School	! Missing
6200	<QualificationCode> Where provided, field format and/or allowed values must match associated CBDS entry.	Qualification Code is invalid	No	School	# Go to Focus	Person	Staff	Professional Details and correct Qualification Code
6205	Where <SchoolArrivalDate> is => 1st August 2013 AND <Post> is not ('LNT', 'OSP' or `AVT'  or `TAS') AND <ContractType> = (`PRM' or `FXT' or `TMP') AND <QualificationCode> = (`BEDO' or `FRST') then <ClassofDegree> must be provided and be a valid code. Valid codes are: 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 99	Class of Degree must be provided for teachers with a degree arriving in the school from 1 August 2013	No	School	# Go to Focus	Person	Staff	Professional Details and add Class of Degree
6210	Where <QualificationSubject> is provided then <QualificationCode> must also be provided	Qualification Code is missing	No	School	# Go to Focus	Person	Staff	Professional Details and add Qualification Code
6220	<QualificationSubject> See Note 28 which states that the detailed JACS code can be used if known. The validation rule below is based on the detailed JACS codes. Where provided, <QualificationSubject> must be 4 characters, where first character must be alpha and one of A, B, C, D, F, G, H, I, J, K, L, M, N, P, Q, R, T, V, W, X, Y, Z and next 3 characters must be numeric in the range 000 – 990 inclusive.	Subject Code is invalid	No	School	# Go to Focus	Person	Staff	Professional Details and correct First Subject
6250	There must be no more than two <QualificationSubject> items in each <Qualification> node	Too many Subjects have been recorded for this Qualification. There must be no more than two.	No	School	# Go to Focus	Person	Staff	Professional Details and correct Subject Codes
6245	Where provided, the second <QualificationSubject>, must not be the same as the first <QualificationSubject>	Qualification Subject Codes cannot be the same.	No	School	# Go to Focus	Person	Staff	Professional Details and correct Subject Code
6260Q	If, for a staff member there exists any <ContractOrServiceGroup>, where <ContractEnd> not present or else equal to or after <ReferenceDate> and where at least one Role identifier in that <ContractOrServiceGroup> = SENC, then at least one <QualificationSubject> should be equal to Z201 - SEN - SENCO	SENCOs should have a NASENCO qualification unless they had been practicing in that role for a year or more prior to 1 September 2009	No	School	# Go to Focus	Person	Staff	Professional Details and correct Qualification Subject
6500	There must not be more than one record with the same <TeacherNumber>	There is more than one record with the same Teacher Number	Yes	School	# Go to Focus	Person	Staff	Employment Details and correct Teacher Number
6510	There must not be more than one record with the same <NINumber>	There is more than one record with the same NI Number	Yes	School	! Missing
6530Q	Note: This rule applies only to contracts which are current on the reference date. Current contracts on <ReferenceDate> are where <ContractEnd> is equal to or after <ReferenceDate> or <ContractEnd> not supplied. 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) should not be greater than 1.5. A person may have more than one Role, either because there is more than one current contract on <ReferenceDate>, or because one or more contracts current on <ReferenceDate> contains multiple Roles. In these cases 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) should not be greater than 1.5. This test should only use contract/SA records where the Contract/Service Agreement Type is one of PRM, TMP or FXT.	The same person has a total Full Time Equivalent ratio greater than 1.5	No	School	# Go to Focus	Person	Staff	Employment Details and correct FTE

6540Q	Across the data return from a single source, where <Estab> number present, at least one <SchoolWorkforceMember> node should contain a <RoleIdentifier> of 'HDTR' or 'EXHT' within a contract node with <ContractEnd> not present or equal to or after census reference date. [Return level validation rule]	At least one staff record in this school's return should show a role of Head Teacher or Executive Head Teacher.	No	School	# Go to Focus	Person	Staff	Employment Details for staff record with contract with role of Headteacher
6550Q	Across the data return from a single source, where <Estab> number present, at least one <SchoolWorkforceMember> node should contain a <RoleIdentifier> of 'SENC' within a contract node with <ContractEnd> not present or equal to or after census reference date. [Return level validation rule]	At least one staff record in this school's return should show a role of SENC (SEN Co-ordinator) under a current contract. Where SENCO is missing please add this additional role to the appropriate open contract staff record.	No	School	Go to Focus	Person	Staff	Employment Details and check that there is one member of staff with role of SENCO
7000	<VacancyPost> Where provided, field format and/or allowed values must match associated CBDS entry.	Vacancy Post is invalid	N/A	School	# Add Vacancy Post in Vacancy Panel
7005	Where <Tenure>, <VacancyTemporarilyFilled> or <Vacancy Advertised> is provided <VacancyPost> must be provided	Vacancy Post is missing	N/A	School	Add Vacancy Post in Vacancy Panel
7010	If <VacancyPost> = HDT, DHT, EXH, or AHT then <Subject> must not be provided unless <Subject> = NAP (Not applicable)	Vacancy Subject not required for this Vacancy Post	N/A	School	# Remove Subject in Vacancy Panel
7020	If <VacancyPost> not = HDT, DHT, EXH, or AHT then <Subject> must be provided.	Vacancy Subject required for this Vacancy Post	N/A	School	# Add Subject in Vacancy Panel
7030	<Subject> Where provided, field format and/or allowed values must match associated CBDS entry.	Vacancy Subject is invalid	N/A	School	# Amend Subject in Vacancy Panel
7040	<Tenure> Where provided, field format and/or allowed values must match associated CBDS entry.	Vacancy Tenure is invalid	N/A	School	# Amend Vacancy Tenure in Vacancy Panel
7050	<VacancyTemporarilyFilled> Where provided, field format and/or allowed values must match associated CBDS entry.	Vacancy Temporarily Filled is invalid	N/A	School	# Amend Vacancy Temporarily Filled in Vacancy Panel
7060	<VacancyAdvertised> Where provided, field format and/or allowed values must match associated CBDS entry.	Vacancy Advertised is invalid	N/A	School	# Amend Vacancy Advertised in Vacancy Panel
7070	Where <VacancyPost> is provided, <Tenure>, <VacancyTemporarilyFilled> and <VacancyAdvertised> must be provided	Vacancy Tenure, Vacancy Temporarily Filled and/or Vacancy Advertised is missing	N/A	School	# Add Vacancy Tenure, Vacancy Temporarily Filled and/or Vacancy Advertised in Vacancy Panel
7100	One, and only one, occurrence of <Occasionals> details must be provided containing three separate elements of <OccasionalsQTS>, <OccasionalsNOTQTS> and <OccasionalsNOTKNWN> each of which must occur once and once only [Return level validation rule]	One figure must be returned for each of Occasional Teachers with Qualified Teacher Status, Occasional Teachers without Qualified Teacher Status and Occasional Teachers with unknown Qualified Teacher Status. Where more than one record has been provided for any of these please combine them, where no record has been provided for one of these categories please provide. Please note: Qualified Teacher means a teacher with QTS or QTLS or EYTS	N/A	School	# Add Occasional Counts in Occasional Teachers Panel
7110	<OccasionalsQTS> must be a non-negative whole number (can be zero)	Number of Qualified Occasional Teachers present on Census Reference Date: value must be a non-negative whole number Please note: Qualified Teacher means a teacher with QTS or QTLS or EYTS	N/A	School	# Amend Total Number of Qualified Occasional Teachers in Occasional Teachers Panel
7111	<OccasionalsNOTQTS> must be a non-negative whole number (can be zero)	Number of Unqualified Occasional Teachers present on Census Reference Date: value must be a non-negative whole number. Please note: Qualified Teacher means a teacher with QTS or QTLS or EYTS	N/A	School	# Amend Total Number of Unqualified Occasional Teachers in Occasional Teachers Panel
7112	<OccasionalsNOTKNWN> must be a non-negative whole number (can be zero)	Number of Occasional Teachers where not known if qualified or not and who are present on Census Reference Date: value must be a non-negative whole number	N/A	School	# Amend Total Number of Occasional Teachers where qualified is unknown in Occasional Teachers Panel
7120Q	<OccasionalsQTS> should be fewer than 40	Number of Qualified Occasional Teachers present on Census Reference Date is unexpectedly high (40 or more): Please supply a reason in a return level note.	N/A	School	Check Total Number of Qualified Occasional Teachers in Occasional Teachers Panel
7121Q	<OccasionalsNOTQTS> should be fewer than 10	Number of Unqualified Occasional Teachers present on Census Reference Date is unexpectedly high (10 or more): Please supply a reason in a return level note.	N/A	School	Check Total Number of Unqualified Occasional Teachers in Occasional Teachers Panel

7122Q	<OccasionalsNOTKNWN> should be fewer than 10	Number of Teachers where not known if qualified or not and who are present on Census Reference Date is unexpectedly high (10 or more): Please supply a reason in a return level note.	N/A	School	Check Total Number of Occasional Teachers where qualified is unknown in Occasional Teachers Panel
7210	<SupHeadCount> must be a non-negative whole number (can be zero)	Number of Agency / Third Party support staff present on Census Reference Date: value must be a non-negative whole number.	N/A	School	Please contact software supplier
7220Q	<SupHeadCount> should be fewer than 50	Number of Agency / Third Party support staff present on Census Reference Date is unexpectedly high (50 or more): Please supply a reason in a return level note.	N/A	School	# Check Total Number of Agency/Third Party Support
7230	<AgencyTPsupportCategory> must not be any of ASHT, DPHT, EXHT, HDTR, MISC, MUSC, PERI, SPLY, TCHR, TMIS, TNON, TPRU, HDPT, HDHO, HDYR.	Count of Agency/Third Party support staff must not include any Teaching Roles	N/A	School	Check Agency/Third party support staff roles in Agency/Third party Panel
7240Q	Across the data return from a single source, where <Estab> number is present, at least one <Vacancy> node should be included. [Return level validation rule]	Please note that this return contains no vacancy records. Please ensure that is correct, in which case a note of confirmation must be provided in COLLECT. Please check the 'School Workforce Census: Minimum notepad entries' guidance document for the accepted wording.	N/A	School	# Check number of Vacancies in Vacancies Panel
YonY1	Error raised when: (Head count of Teachers in 2021 SWF census) - (Head count of Teachers in 2020 SWF census) is greater than 5 for a primary school or 10 for a secondary school [Headcount calculation: Count of all teachers with one or more contract Where Post is one of TCH, TCU, TCM, EXH, HDT, DHT, AHT, LDP, APP or AVT AND ContractStartDate is less than or equal to CensusStartDate AND ContractEndDate is not present or is greater than CensusReferenceDate]	The headcount number of teachers (including advisory teachers) is significantly different from last year (this collection x, last collection y: Please supply a reason	N/A	COLLECT Only	! N/A
YonY2	Error raised when: (Head count of support staff in 2021 SWF census) - (Head count of support staff in 2020 SWF census) is greater than 5 for a primary school or 10 for a secondary school [Headcount calculation: Count of all staff members with one or more contract Where Post is 'LNT', 'OSP' or 'TAS' AND ContractStart is less than or equal to ReferenceDate AND ContractEnd is not present or is greater than CensusReferenceDate]	The headcount number of school support staff (including teaching assistants) is significantly different from last year (this collection x, last collection y: Please supply a reason	N/A	COLLECT Only	! N/A
FTE1	Calculate FTE Ratio for each Support Staff contract: Support staff contracts defined as: Post is one of ('LNT', 'OSP' or 'TAS') AND (ContractStart is less than or equal to ReferenceDate) AND (ContractEnd, if present is greater than or equal to ReferenceDate) Sum FTE Ratio for all support staff to calculate TotalFTERatio for School Calculate head count of Support Staff with open contracts as used in calculation of individual FTE Ratio above Raise Error when [TotalFTERatio] > [CurrentHeadcount]	The FTE number of Support Staff (incl Teaching Assistants) is greater than the overall Support Staff (incl Teaching Assistants) headcount: Please supply a reason	N/A	COLLECT Only	! N/A

ANS1	For returns with Estab number present: Identify part time teaching staff with open contracts as: Where {one or more contracts have Post equal to (TCU), (TCM), (APP) or (TCH) AND ContractType of (PRM), (FXT) or (TMP) AND ContractStart is less than or equal to ReferenceDate AND ContractEnd is not present or is greater than or equal to ReferenceDate AND HoursPerWeek (where present) is less than FTEHours (where present) [Sourced from the Contract Module (if they exist) or from the Role Module (if not in Contract Module)]} THEN Calculate the annualised salary for each part time teaching staff member identified above as: Total base Pay multiplied by (FTEHours divided by HoursPerWeek), sourced from the Contract Module (if they exist) or from the Role Module (if not in Contract Module Calculate the total annualised salary for all part time teaching staff as: SUM(Annualised salary values calculated above) Calculate the average of annualised salary for all part time teachers within a school as: Total annualised salary calculated above divided by number of part time teaching staff THEN Raise Error if average of annualised salaries for all part time teachers within	Please check: the base pay amounts provided for part time teachers appears to be the full time equivalent salary rather than the pre-tax annual salary	N/A	COLLECT Only	! N/A	
TMC1Q	To identify teachers with multiple open contacts with a combined FTE greater than 1.2. To determine if this applies to the return, the rule will evaluate whether any staff members meet the following criteria Total 'in scope' open contacts >= 2 FTE of total 'in scope' open contracts > 1.2 The criteria for 'in scope' is ContractType = 'PRM', 'FXT' or 'TMP' Post NOT = 'AVT', 'LNT', 'OSP' or 'TAS' ContractEnd not present or else greater than or equal to ReferenceDate The criteria for determining FTE is Calculating the FTE for each 'in scope' contract then summing the total. Where the hours per week are at contract level the FTE is derived by calculating HoursWorkedPerWeek divided by FTEHoursPerWeek. Where the hours/FTE details are in the related role modules for the contract the FTE for the contract is calculated by summing the FTE for each role (Role HoursWorkedPerWeek divided by FTEHoursPerWeek) to give a contract FTE.	Please Check: This return contains (XX) teacher records with more than one open contract with a combined FTE greater than 1.2. A list of these teachers can be found in the report "Teachers with Multiple Contracts".	N/A	COLLECT Only	! N/A	

| BASE1Q | Where <Post> = ('TCU', 'TCM', 'TCH', 'APP')
AND <ContractType> = 'PRM' or 'FXT' or 'TMP'
AND <ContractStart> is less than or equal to ReferenceDate
AND <ContractEnd> is not present or is greater than or equal to ReferenceDate
AND '<QTLS>' or '<EYTS>' or '<QTLS>' is equal to '1'
THEN FTE Base Pay, totalled across all open teaching contracts should be greater than or equal to the (Reference Salary - 10% of Reference Salary)
NB: Reference Salary determined as the lowest salary of the main teacher pay scale for the school region | Please check: teacher's salary is less than 90% of the bottom of the classroom teacher pay range | N/A | COLLECT Only | ! N/A |