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EPM HR Service and the School Workforce Census

The HR Core Service enables EPM to create a substantial set of data that you can use for the completion of the School Workforce Census. EPM has experience of both working in close partnership with various Local Authorities to provide information for the workforce census and also helping new and established academies with the DfE requirements on this matter. Through our experience with this census and the data systems employed by EPM, we can offer advice and technical insight into this task.

In the future, EPM looks to further automate its School Workforce Census service, allowing the required data to be published to schools through our Secure EPM portal. For academies and schools considering transferring to academy status, EPM offers unparalleled support and service in the completion of the School Workforce Census.

What will the school get from EPM to help with the School Workforce Census?

An excel spreadsheet with contractual data that is formatted in accordance with the guidance from the DfE.

What will the school need to do with the data?

You need to check over the data and add information on absences, vacancies, qualifications and agency staff. The excel file can then be sent through a csv to xml convertor, which changes the spreadsheet into a format that can be uploaded to the DfE ‘COLLECT’ system.

Sending your return back via COLLECT

Once the School Workforce Census return has been completed and authorised, it can then be submitted via COLLECT.

Log on to Live COLLECT site: <https://data.education.gov.uk/COLLECTPortalLive/MainPage.aspx>

Upload and submit the file generated after the csv data file has been put through the xml convertor (this convertor can be obtained from the DfE). The DfE allocate staggered upload times to each Local Authority. The site is available before the given census and data return dates.