Education Portal – Staff Details

Contents

Introduction

This guide is for Early Education Providers and explains why staff details are required and how to update staff details in The Education Portal.

Staff Details

The Portal allows for staff details to be recorded on a person by person basis. Providers can create a record for each individual staff member working in the setting. There is space to record qualifications, contact details and any other training. All information is not required for every staff member but some details are mandatory. These are denoted by a red Asterix.

Why are staff details required?

The Department for Education (DfE) requires providers delivering the early years entitlement to report information about staffing and qualifications. This information is submitted as part of the Early Years Census which takes place every January (spring term). The information is collected as part of the termly headcount claim and is submitted by the local authority.

Only 'top level' data is submitted via the census, individual staff details are not collected. The submission of this information is mandatory and it is important that the staff details and qualifications are up to date and correct to give DfE an accurate picture of staffing in the sector.

Staff details should be updated regularly. They **must** be reviewed and updated before you submit the spring headcount. The details you input pull through automatically to the census section of the headcount submission, which forms the staff level return. The headcount cannot be submitted if staff details have not been updated.

Updating Staff Details

Getting Started

Before updating the staff details you will need to have the following information
Staff Name
Job Title
Date staff member started working at the setting
The highest qualification of each member of staff & the date qualification was achieved

Step 1: Log in and go to 'Staff Details'

Log into The Portal. From the Dashboard Page click the Early Years Tab at the top of the page and select 'Staff Details.'
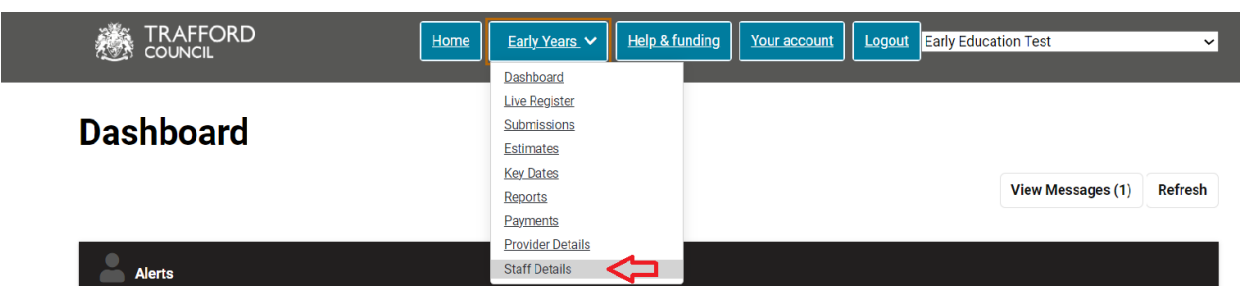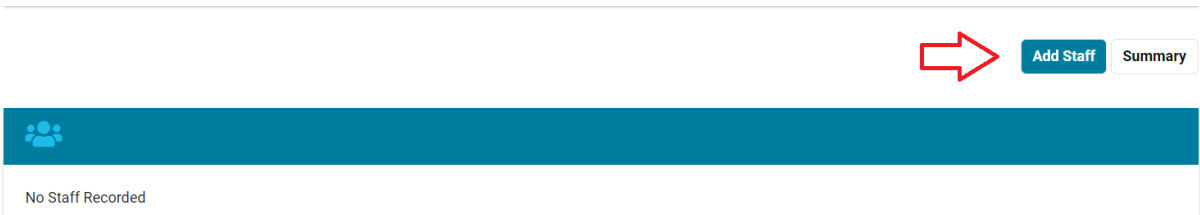

Step 2: Staff Details main page

You will come to the Staff Details overview page. Review the information at the top of the page.

Step 3: Add Staff

Scroll to the bottom of the page. Here you will see any previous staff that you have added. Click 'Add Staff,' a form will pop up.

Input the information. Fields with a red Asterix are mandatory, you cannot save the record without these details.

> You can record multiple qualifications for each staff member but as a minimum should record their highest level. For example: if someone has a level 2 and a level 3, you can record both but only need to record the level 3.

In the 'Qualifications' section click the 'Add Qualification' button.

A form will pop up for you to select the qualification from a pre-defined list that DfE consider to be 'full and relevant.' If the qualification is not listed you cannot record it. You will need to know if the qualification was obtained before or after 2014 to record it. Click 'Add' to save the qualification.

Record a new Qualification ✕

Before September 1st 2014 *	○ Yes ◉ No

Level * | Level 6 ▾

Qualification Level * | BA (Hons) Early Childhood Studies ▾

Add

Cancel

Step 4: Save

When you have completed the record, click the 'save' button to save your record.

💼 Training

Paediatric First Aid	◉ Yes ○ No
Safeguarding	◉ Yes ○ No
Fire Marshall	○ Yes ◉ No
Manual Handling	◉ Yes ○ No
Forest School	◉ Yes ○ No

Save **Cancel**

The record will close and you will see a message to say the record has been saved. The staff member you have added will now show in the staff list at the bottom of the page. You will see their highest qualification and contact details if they were added. The record can be edited at any time by clicking the blue pencil icon.

The details of Joe Bloggs have been successfully saved.

Add Staff **Summary**

Name	Job Title	Highest Qualification ❓	Contact Details ❓	
Joe Bloggs	Manager	Level 6	Email Address - manager@nursery.com Phone Number - 0161 912 5808	✏️

You can add more staff by clicking the 'Add Staff' button.

Childminders

A manager must be identified for every provider. **Childminders should record themselves as the manager of the setting** and add themselves and any qualifications into the staff details section. Select 'yes' to the 'is a manager' question on the staff record.

Reviewing Staff Details

When staff have been added you can toggle between the staff list and the summary overview.

The summary gives an overview of the information that will be submitted to DfE as part of the census. This must be checked to ensure it is correct. The summary only shows the information about qualifications that are required by DfE.

From the Staff Details page click on the 'summary' button to view these details.

In this example you can see that there is 1 Staff member recorded with a level 3 qualification and management responsibilities. The portal calculates this summary based on the information you input into each staff record.

Click the 'staff list' button to return to list view.

Census

The Early Years Census is submitted in spring term. The Census section of the headcount submission generates data based on the information provided by you in the Staff Details section. You will see the staff totals broken down by qualification. This should correspond to the staff recorded by you. If there are any errors, go back to the Staff Details section to update the staff records and begin the submission again.

Removing Staff

To remove a staff member from the list click the pencil 'edit' button to open the record.

Add the staff members last day into the record and click save at the bottom of the page. A form will pop up asking you to confirm that the staff member will be removed. Click 'yes' to confirm and 'no' to cancel. If you select 'yes' they will be removed from the staff list.

Confirm Save

This staff member will be removed from the staff list.

Are you sure you want to continue?

Yes   No

Help & Support

User guides are available on our [website](#) to help you with using The Education Portal including understanding eligibility codes, submitting a headcount form and checking EYPP & DAF eligibility.

If you have any queries or would like to arrange some training please contact The Early Education Team by email so that the correct person can be assigned to support you:
early.education@trafford.gov.uk