

Establishment Portal



User Guide: Updating Staff Details

This guide explains:

- A) Why Staff Details are required**
- B) How to update Staff Details**

Introduction

The Portal allows providers to record members of staff and their qualifications as well as contact details and any other training completed. Providers can use this for their own records but some of the information is required for census and is mandatory.

A) Why Staff Details are required

The Department for Education requires providers delivering early education funding to report information about staffing and qualifications. This information is submitted as part of the Early Years Census which takes place every January. 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 accurate.

Reminder! All staff and qualifications will need to be reviewed and recorded on The Portal before you submit the Spring Headcount. The staff details you input pull through automatically to the census section of the headcount submission, which forms the staff level details return.

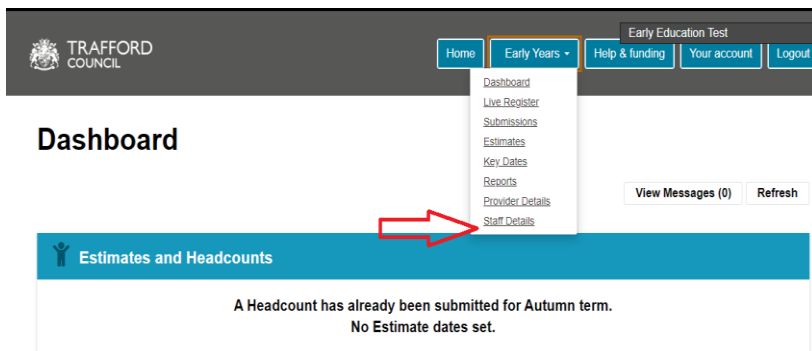
B) Updating Staff Details

Before you start you will need to know:

- Staff names
- Job titles
- The highest qualification of each member of staff & the date qualification was achieved
- The date each staff member started to work at the setting

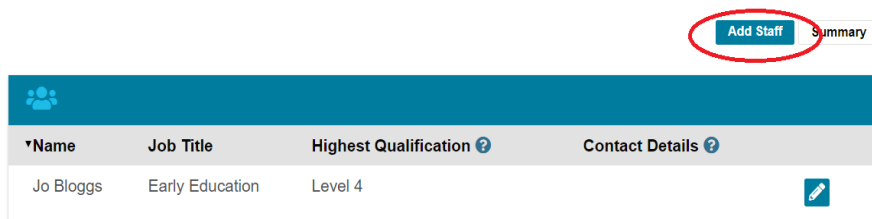
Important! This information is required, you cannot create a record without it.

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



You will come to the Staff Details main page. Read the information carefully.

2) Scroll to the bottom of the page. Click 'Add Staff' to record a staff member. You should record all staff.

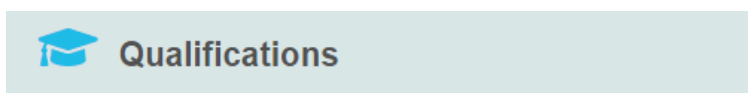


Reminder! It is helpful to have all the staff information to hand when creating a record.

3) Complete the form to create the staff record. Fields with a red asterisk are required. You do not need to record addresses and contact details for all staff members.

Reminder! You must record a qualification for each staff member. You should record their highest qualification. For example if someone has a level 2 and a level 3, you only need to record the level 3

4) Click 'Add Qualification' to record a qualification. A form will pop up where the details can be added in.




No Qualifications Recorded



Follow the prompts to select the relevant qualification for the staff member. Remember to record their highest qualification.

Record a new Qualification

 Before September 1st 2014 * Yes No


Level*

Qualification Level*

Add Cancel

Click the blue 'Add' button when you have selected the correct details. This will save your entry and the box will close down.

Qualifications

Name	Level	Before 1st September 2014	Remove
Level 2 Children and Young People's Workforce (CYPW) Intermediate Apprenticeship Framework (early years pathway)	2	No	

The details will now show in the 'Qualifications' section. Click the X to remove or the 'Add Qualification' button to record another qualification.


Add Qualification 

- 5) Complete the 'Training' section, select any relevant training the staff member has taken.
- 6) Click 'Save' to save the record. The page will close and revert back to the list view. You will see a green message confirming the record has been saved.

The details of Jane Bloggs have been successfully saved.

Add Staff

Summary

Name	Job Title	Highest Qualification ?	Contact Details ?
Jane Bloggs	Teacher	Level 2	Email Address - jane.bloggs@nursery.com Phone Number - 0161 912 5808 

You can now see details off the staff member in the list view as well as their highest qualification and contact details if they were added. The record can be edited at any time by clicking the blue pencil icon.

Click 'Add Staff' again to record more staff members.

7) Review the summary. When you have added in / updated all the staff details it is important to review the summary information, ensuring it is correct. This is the 'top level' data that is returned to the Department for Education as part of the census.

Click 'Summary,' you will see an overview of the details for staff working with children under 5 at your provision. This is as per the information added by you. If there are any errors, go back and review the individual staff data.

Click 'Staff List' to go back to the main list view.

DfE Statistics - staff working with children aged under 5	
Total staff	3
Staff with a Level 2 qualification	2
Staff with a Level 3 qualification and no management responsibility	0
Staff with a Level 3 qualification and management responsibility	1
Staff with 'Qualified Teacher' status (QTS)	0
Staff with 'Early Years Professional' status (EYPS)	0
Staff with 'Early Years Teacher' status (EYTS)	0

If you are updating the Staff Details so that you can submit the Spring headcount / census return, when all the details have been entered and saved you can then proceed to submit the headcount. The Census section of the headcount submission generates data based on the information provided by you in the Staff Details section.

Provider Details	Staff Totals		
	<p>Staff with an early years Level 2 qualification</p> <input type="text" value="0"/>	<p>Staff with an early years Level 3 qualification (non-managerial role)</p> <input type="text" value="0"/>	<p>Staff with an early years Level 3 qualification (managerial role)</p> <input type="text" value="1"/>
	<p>Staff with qualified teacher status</p> <input type="text" value="0"/>	<p>Staff with early years professional status</p> <input type="text" value="0"/>	<p>Staff with early years teacher status</p> <input type="text" value="0"/>

The numbers in the 'Staff Totals' boxes 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.

Reminder! Guides to submitting the headcount can be found on our website: www.trafford.gov.uk/establishmentportal

Help & Support

User guides are available to help you with using The Portal including; checking 30 hours codes; using the live register and submitting your Headcount form. Follow the link below to view the guides:

www.trafford.gov.uk/establishmentportal

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