Early Learning and Childcare Local Authority Centrally Employed Staff Return Guidance

**About the Centrally Employed Staff Return**

**Who has to complete the return?**

It is the responsibility of local authorities to complete the return for centrally employed staff. There is a separate form in ProcXed that collects this information.

**Definition of ‘centrally employed’ staff**

This refers to a member of staff that is employed by the local authority and works peripatetically across centres to deliver early learning and childcare. **Note** that this does **not** include all types of staff. This only includes teaching staff, graduate staff, and staff that are working towards degrees. These can include staff who work in both local authority and partner provider settings. Pre-school home visiting teachers (who were previously recorded in the school staff census) should also be included.

**My local authority does not employ any centrally employed ELC staff. Do I still need to provide a return?**

Yes. Make sure there is no information entered on the ProcXed return and that the total number and FTE for staff and teachers are showing as 0 before submitting.

**Recording staff employed by the local authority but who work in one centre only**

If a member of staff is employed by the local authority to work in a particular ELC setting only, do not include them on the centrally employed return; they will be included in the return for the centre where they work.

**How to record staff who work part-time as ELC centrally employed staff and part-time elsewhere**

Only include the proportion of time spent working as a centrally employed ELC member of staff in this return. If the remainder of their time is spent working in another education setting, e.g. centrally employed primary or a particular ELC centre, the remaining proportion of their time will be captured through those respective returns. The total FTE across this return and the school census should not exceed 1.

**How to submit a return**

Once you have finished with your return, click ‘Save and Submit’. **Note:** to prevent forms from being accidentally submitted, you will be asked to select this again to confirm this is what you wanted to do.

**Where to get help**

If assistance is required to access or use the ProcXed system or to answer the questions, please contact the ScotXed team: elccensus@gov.scot or 0300 244 6615.

**Section 1: Providing information for centrally (local authority) employed staff, who hold or are working towards degree level qualifications within early years**

**Important:** This question does NOT include all types of staff working at the centre. Individual information is now collected rather than aggregate information. Includes non-GTCS staff **who hold or are working towards degree level (SCQF level 9 or above) qualifications** relevant to their career development or registration within early years, who provide ELC and are centrally employed (by the LA) only. Include any centrally employed staff funded as part of the Additional Graduate Commitment (also known as Equity and Excellence Leads). If you have an Equity and Excellence lead member of staff, then please include them under the appropriate Additional Graduate category.

**Individual information for each staff member** is required.

1. Enter the SSSC registration of the staff member, if the member of staff is registered with the SSSC. Enter the SSSC number in the following format: **SCR-0000000**. If the member of staff is not registered with SSSC, but is registered with another relevant body, such as the General Medical Council, then enter the registration number of that body.
2. Select a job type from the dropdown menu. There are six job types – the four SSSC registration categories and two categories for additional graduates. If the staff member is not registered with the SSSC then select the category that most closely matches their job type.
3. Select a qualification level from the dropdown menu. See Annex A for a description of the qualification levels.
4. Enter the total FTE of centrally employed ELC staff with this job type. Remember! this should relate to work in the ELC sector as a centrally employed member of staff only.
5. Provide details for other staff by selecting ‘Add another staff member’ and repeating steps 1-5.

**The boxes at the bottom will show the total number and FTE of all staff. This will be calculated automatically from the information entered.**

If you add a staff member by mistake, select the ‘Remove’ button.

**Section 2: Providing information for GTCS registered teachers**

**Individual information for each teacher** is required. It also includes any teachers funded as part of the Additional Graduate Commitment (also known Equity and Excellence Leads). If you have an Equity and Excellence lead member of staff, then please include them under the appropriate Additional Graduate category. Pre-school home visiting teachers (who were previously recorded in the school staff census) should also be included.

More information is required for teachers than for non-teaching staff for workforce planning purposes. For each teacher:

1. Enter their GTCS registration number
2. Enter their age, as whole number
3. Select their gender from the dropdown list
4. Select their job type from the dropdown list
5. Enter their FTE Remember! this should relate to work in the ELC sector as a centrally employed member of staff only.
6. Select whether they have another teaching position from the dropdown menu

Note: those with another teaching position, should have an FTE of less than 1

1. Provide details for other teachers by selecting ‘Add another teacher’ and repeating steps 1-5

**The boxes at the bottom will show the total number and FTE of all teachers. This will be calculated automatically from the information entered.**

**Annex A**

**Qualification categories of staff who hold or are working towards degree level qualifications within early years**

**The benchmark qualifications required by the SSSC for registration as a manager/lead practitioner are:**

* BA Childhood Practice
* BA (Honours) Childhood Practice (Strathclyde University)
* Graduate Diploma Childhood Practice (the University of the West of Scotland)
* SQA Professional Development Award Childhood Practice (360 credits at SCQF Level 9)
* Postgraduate Diploma in Childhood Practice
* Master of Education Childhood Practice, Glasgow University and Dundee University

**Select the qualification level of the staff member from the following categories listed:**

* **With qualifications required to meet SSSC benchmark for registration as a manager/lead practitioner**

 **-** Include non-GTCS manager/lead practitioners that **hold** one of the benchmark qualifications required by the SSSC for registration as a manager/lead practitioner listed above.

* **With related degree level qualification and working towards qualifications required to meet SSSC benchmark for registration as a manager/lead practitioner**

**-** Include non-GTCS manager/lead practitioners that are **working towards one** of the benchmark qualifications required by the SSSC for registration as a manager/lead practitioner, listed above, **and hold a degree level (SCQF level 9) qualification related to early years**. Related degrees are those that are recognised as prior learning and may be used for entry to the benchmark qualifications, or count towards studying for the benchmark qualifications. Those with non-related degrees, such as a physics or accounting degree, working towards a benchmark qualification should be included in the next category (see next page).

- Also include non-GTCS manager/lead practitioners in this category that have degree level qualifications that were previously acceptable for registration with the SSSC as a manager/lead practitioner, and have a condition on their registration to obtain one of the benchmark qualifications listed above.

* **Currently do not hold a related degree level qualification and are working towards qualifications required to meet SSSC benchmark for registration as a manager/lead practitioner**

- Include non-GTCS manager/lead practitioners that are **working towards** one of the benchmark qualifications required by the SSSC for registration as a manager/lead practitioner (listed on the previous page) **and do not hold a degree (SCQF level 9) qualification related to** **early years**. For example this may include those that hold a degree that is not related to early years, such as physics or accounting; or those that hold a qualification related to early years that is below degree level (SCQF level 9).

* **Hold another degree level qualification sufficient to meet the registration standards of another regulatory body (e.g. Nursing and Midwifery Council, General Medical Council) and are not registered with SSSC**

**-** Include staff who hold a degree level (SCQF level 9) qualification required to meet the standards of the regulatory body that they are registered with.