



# SFC Guidance

## College Staffing Return Guidance 2016-17

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Summary: Guidance notes for the completion of the Staffing Return: Academic Year 2016-17

FAO: Staffing return contacts in Colleges

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## Introduction

1. This document contains guidance notes for completing the Staffing Return 2016-17. The methodology of collection has been substantially revised this year to simplify the collection. The following guidance should be examined in detail to bring output from systems into line with guidance requirements.

## About the Staffing Return

2. The data is based on all employees paid by the college, i.e. teaching staff, support staff and senior management.
3. The revised collection involves only a single spreadsheet with each row for an individual staff member: FTE will be calculated at summary level using the FTE field for each staff member and headcount will equal the total of rows – see Appendix 2 regarding staff with more than one contract.
4. A downloadable Excel file showing fields for completion is [available from the SFC website](#). The deadline for returning the data is **Friday 13 October 2017**.
5. Any queries or correspondence relating to the collection should be addressed to Michelle McNeill (whose contact details are listed on the front cover of these guidance notes).

## Coverage and timing of the Staffing Return

6. Data should be returned for all college payroll staff in the academic session (1 August 2016 to 31 July 2017).
7. Colleges should include employees:
  - On secondment or loan. Both must be documented in the same way as all other staff and the other institution the staff member is employed by must be documented in the text field. This will allow us to relate employees with contracts with more than one institution.
  - Seconded **in** from the private sector should be included, and a note of this status entered into the text field. Employees seconded **out** to the private sector should only be included if they are being paid by the college in the current academic session, with a note in the text field.
  - Who work any part of the year. Where a person employed by the college works part of the year on more than one occasion (for example, August to October, then January to May) count them once and calculate their combined FTE<sup>1</sup>.

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<sup>1</sup> FTE: full-time equivalent.

- On paid maternity / paternity leave (for the purpose of calculating FTEs, contracted hours of those on maternity / paternity leave should be those they were working before they left).
- On paid sick leave or special leave.
- On unpaid leave (e.g. bereavement or parental leave) with FTEs calculated for the period of time during which the employee was working / paid (see Appendix 1 for details).

8. Colleges should exclude:

- Self-employed, contract workers and agency workers not paid directly from the payroll.

### **UHI partner colleges and SRUC notes**

- a. Staffing data for FE activity is only mandatory for UHI partner colleges and SRUC to provide.
- b. Since 2001-02, UHI partner colleges have supplied data on FE student activity only to SFC (and HE activity to HESA) and are required to do the same for their staffing data. This now also applies to SRUC.
- c. Please use whichever method you find easier to identify the FE activity only but the following is a suggested guide:
  - Exclude any member of staff working entirely on HE work.
  - Teaching staff hours taken from staff timetables can be used to calculate a FE FTE and HE FTE for each member of staff, and then report only the FE FTE.

For cross college staff base the FE FTE and HE FTE on the relative volume of activity at each of these levels in the college, and again then report only the FE FTE.

- d. For colleges using a different method than shown above please provide details of method (a covering email is acceptable).

## Notes for Completion of the Staffing Return

### Definitions

#### *General*

<p><b>Teaching Staff</b></p>	<p>‘Teaching staff’ are defined as staff whose primary contractual responsibility is teaching. These staff may also have other responsibilities including organisation and line management (e.g. Head of Department etc.).</p> <p>A member of staff whose main activity is teaching but who does not hold a contract as a lecturer or above should be returned as an ‘Instructor or equivalent’.</p> <p>INCLUDE trainers and workplace assessors as teaching staff if involved in the direct provision of learning related to a student course / programme.</p> <p><b><i>For staff members who have a contract that includes both teaching and support, see Appendix 2</i></b></p>
<p><b>Non-Teaching (support) Staff</b></p>	<p>All senior management / management and support staff (including technicians, administrative / clerical, estates, maintenance, research assistants and instructors) should be defined as ‘non-teaching (support).’</p> <p><b><i>For staff members who have a contract that includes both teaching and support, see Appendix 2</i></b></p>
<p><b>Full-time</b></p>	<p>Those who work standard contracted hours, that is the college's normal weekly hours over the normal contracted working year (see FTE field).</p>
<p><b>Part-time</b></p>	<p>Those who work less than standard contracted hours, that is less than the college’s normal weekly hours and / or less than the college’s normal contracted working year (see FTE field).</p>
<p><b>Permanent Staff</b></p>	<p>Staff employed on permanent contracts (not a fixed term) should be classified as permanent staff.</p>
<p><b>Temporary Staff</b></p>	<p>Staff employed on contracts which specify an end date (other than retirement age) or otherwise limits the duration of the contract should be classified as temporary staff.</p>

<b>Number of Staff</b>	<p>Unless a staff member has more than one aspect to their contract (part teaching/part support), each row will pertain to one headcount.</p> <p><b><i>For staff members who have a contract that includes both teaching and support, see Appendix 2.</i></b></p> <p>A member of staff on more than one successive temporary contract during the year should have these combined and one entry made.</p> <p>If the terms of a member of staff's contract changes (temporary / permanent, full-time / part-time), then record the staff member only once with the type of contract held at the end of the academic year (31 July 2017) or, for those staff who have left during the year, the type of contract on leaving.</p>
<b>Age</b>	Age is as at 31 July 2017.
<b>Senior Management</b>	Senior management would cover staff in senior management roles. Note any teaching component should be dealt with like any other staff member i.e. FTE teaching component should be included.
<b>Ethnic Origin</b>	<p>It is compulsory for colleges to provide details of ethnicity of staff. Colleges have a specific duty under the Equality Act 2010 to monitor staff recruitment and career progress by racial group. In order to meet this specific duty, colleges need to collect data on staff by ethnicity.</p> <p>In addition, in order to meet its general duty to eliminate racial discrimination, promote equal opportunities and good relations between different groups, SFC plans to monitor staff by racial groups at a sector level. We are therefore encouraging all colleges that have returned any staff as 'information refused / not known,' in terms of ethnicity to take effective steps to improve the proportion of staff with meaningful codes.</p>
<b>Salary</b>	Salary should be recorded as actual salary paid in the academic year.
<b>Disability</b>	Disability should be recorded as self-disclosed disability. It is understood that some members of staff may not disclose disability. If no disability is disclosed, the staff member should be

	counted as 'No disclosed disability.'
<b>Qualifications</b>	<p>Formal qualifications include any qualifications which are relevant or essential to the post held. See below for further details. You should put all teaching staff in one of the teaching qualification categories.</p> <ul style="list-style-type: none"> <li>- TQFE, TQ Secondary, TQ Primary, PGDE (adult literacies) or equivalent</li> <li>- Other TQ not equivalent to TQFE/Secondary/Primary/PGDE (adult literacies)</li> <li>- Formal qualification but not teacher trained</li> <li>- No formal qualification</li> </ul> <p>The Teaching Qualification field should reflect the highest qualification for a staff member at the end of the academic year (31 July 2017) or, for members of staff that have left during the year, should reflect the highest qualification on leaving.</p>
<b>TQFE, TQ Secondary, TQ Primary, PGDE (adult literacies) or Equivalent</b>	<p>You should include in this category teaching staff who hold:</p> <ul style="list-style-type: none"> <li>• The TQ Further Education (FE).</li> <li>• The TQ Secondary Education (SE).</li> <li>• The TQ Primary Education (PE).</li> <li>• The PGDE (Adult Literacies).</li> <li>• Any other teaching qualification that is considered to be equivalent to the TQ(FE) according to any further guidance issued by SFC.</li> </ul> <p>See the <a href="#">Professional Learning &amp; Development Forum (PLDF Scotland) website</a> for more information on qualifications.</p>
<b>Other TQ not equivalent to TQFE/Secondary/Primary/ PGDE (adult literacies)</b>	<p>Teaching staff with a teaching qualification other than those listed above should be included in this category. Other teaching qualifications currently counted as 'Other TQ,' include:</p> <ul style="list-style-type: none"> <li>• Certificate: Introduction to Teaching Further Education.</li> <li>• Advanced Certificate: Teaching in Further Education.</li> <li>• Diploma: Teaching in Further Education.</li> <li>• Advanced Diploma: Introduction to Teaching in Further Education.</li> <li>• Advanced Diploma: Teaching in Further Education.</li> </ul>

	<ul style="list-style-type: none"> <li>• ESOL Literacy: Teaching Adults Reading, Writing and Numeracy.</li> <li>• Advanced Diploma: Quality Improvement.</li> <li>• Advanced Diploma: Teaching Children and Young People.</li> <li>• TEFL, DELTA/CELTA, Diploma/Certificate in TESOL.</li> <li>• Assessor or Verifier Awards.</li> <li>• L &amp; D qualifications/PDA in assessment and verification.</li> <li>• City and Guilds teaching qualifications.</li> <li>• Other qualifications for skills trainers and assessors.</li> </ul>
<b>Formal Qualification but not Teacher Trained</b>	<p>The normal entry requirements for a TQFE are specified by the Scottish Government – <a href="#">further information</a>.</p> <p>Teaching staff who do not hold a TQ or equivalent but hold the minimum entry requirements to train for a TQ should be included in this category.</p>
<b>No Formal Qualification</b>	<p>Teaching staff who do not hold a TQ or equivalent and without the minimum entry requirements to train for a TQ (see link in above paragraph) should be classed as having no formal qualification.</p>

<b>Staff FTE</b>	<p>Contracted hours should be used as the basis for calculating FTEs. A full-time member of staff employed for the year would normally have an FTE of 1.</p> <p>Exclude overtime and holidays (see paragraph below). Appendix 1 provides further guidance on the calculation of FTE, including various examples.</p>
<b>Overtime and holidays</b>	<p>Overtime and holidays should be EXCLUDED. If staff undertake regular overtime then the contract should really be amended.</p>

## Completion of the return

9. All fields in the return should adhere to the guidance tables.
10. Enter your college name in a column and ensure each entry contains your college code. Please refer to appendix 3 for your college code.
11. No extra columns should be submitted and the order of columns must follow the example table.
12. Please insert zero ('0') rather than leaving a cell blank.
13. Staff with multiple contracts must be identified according to section appendix 2.
14. No Staff ID numbers should be returned to SFC.
15. Please upload the completed spreadsheet using Securesend and confirm upload to Michelle McNeill by email ([mmcneill@sfc.ac.uk](mailto:mmcneill@sfc.ac.uk)) by **Friday 13 October 2017**.

The following naming convention should be used for the staffing return file:  
STAFFING\_RETURN\_201617\_Collegename.

For example, STAFFING\_RETURN\_201617\_AyrshireCollege.

16. Any queries or correspondence relating to the Staffing Return Data Collection should be addressed to Michelle McNeill at the address on the front cover.

**Note:** Please remember to delete the Staff ID number column before uploading the file to secure send.

## Variables to be collected

<b>College Code</b>
See Appendix 3 for college codes.
<b>Staff Number</b>
NOT SUBMITTED TO SFC
<b>Multi Contract Markers</b>
Only for those with multiple contracts. See Appendix 2.
<b>Terms of Employment</b>
Permanent
Temporary
<b>Mode of Employment</b>
Full-time
Part-time
<b>FTE</b>
See appendix if calculation required.
<b>Occupation Type</b>
Teaching
Non-Teaching
<b>Teaching Qualification</b>
TQFE, TQ Secondary, TQ Primary, PGDE (adult literacies) or Equivalent
Other TQ not equivalent to TQFE / Secondary / Primary / PGDE (adult literacies)
Formal Qualification but not Teacher Trained
No Formal Qualification
<b>Age</b>
Age at 31 <sup>st</sup> July of academic year

<b>Self-declared as having a long standing health issue or disability</b>
Yes
No

<b>If "yes" (add all that apply)</b>
D/deaf or hearing impairment
Blind or visual impairment not corrected by glasses
Learning difficulty (for example, Down's Syndrome)
Specific learning difficulty (for example, dyslexia)
Developmental condition or social/communication impairment (for example, speech or language impairment or Autistic Spectrum Disorder or Asperger's Syndrome)
Physical impairment or mobility difficulty (for example, difficulty using your arms or using a wheelchair or crutches)
Mental health difficulty (for example, depression, schizophrenia or anxiety disorder)
Long-term illness, disease or health condition (for example, cancer, HIV, diabetes, chronic heart disease, or epilepsy)
Other impairment or condition not listed above
Prefer not to say

<b>Marital or partnership status</b>
Married
In a same-sex civil partnership
Other
Prefer not to say

<b>Ethnic group</b>
<b>White</b>
Scottish
English
Welsh
Irish
Northern Irish
British
Gypsy / Traveller
Polish
Other white ethnic background
<b>Mixed or multiple ethnic group</b>
Mixed or multiple ethnic group
<b>Asian, Asian Scottish or Asian British</b>

Bangladeshi, Bangladeshi Scottish, or Bangladeshi British
Indian, Indian Scottish, or Indian British
Pakistani, Pakistani Scottish, or Pakistani British
Chinese, Chinese Scottish, or Chinese British
Any other Asian background
<b>African</b>
African, African Scottish, or African British
Other African Background

<b>Caribbean or Black</b>
Caribbean, Caribbean Scottish, or Caribbean British
Black, Black Scottish or Black British
Other Black or Caribbean background
<b>Other ethnic group</b>
Arab, Arab Scottish or Arab British
Other
Prefer not to say

<b>Religious or philosophical belief</b>
No Religion (including agnostic and atheist)
Buddhist
Christian: Church of Scotland
Christian: Protestant
Christian: Roman Catholic
Other Christian
Hindu
Jewish
Muslim
Sikh
Other religion
Other philosophical belief (for example, veganism or environmentalism)
Prefer not to say

<b>Sex/Gender</b>
Man (including Trans Man)
Woman (including Trans Woman)
Other
Prefer not to say

<b>Sexual orientation</b>
Bisexual
Gay man
Gay woman/lesbian
Heterosexual/straight
Other
Prefer not to say

<b>Gender identity matches sex as registered at birth</b>
Yes
No
Prefer not to say

<b>Identifies as trans person</b>
Yes
No
Prefer not to say

<b>Currently pregnant or has been pregnant in the last year</b>
Yes
No
Prefer not to say

<b>Maternity/paternity/adoption leave in the last year</b>
Maternity leave
Paternity leave
Adoption leave
Shared parental leave
None of the above
Prefer not to say

<b>Actual Salary</b>
Annual pro rata will be calculated from FTE multiplier by SFC.

<b>Text</b>
Explanations of multi-contracts etc. as needed.

## Appendix 1 - Examples of FTE

Please note these examples are intended as a guide to working out FTE only and the standard contracted hours / working weeks given may not be appropriate to your college. **If the standard hours / working weeks differ in your college then please use those to calculate your FTE.**

- **FTE of Teaching staff:** a standard working year is assumed to comprise 201 working days or about 40 working weeks. Standard contracted hours are assumed to be 35 hours per week.
- **FTE of Non-teaching (support) staff:** a standard working year is assumed to comprise 230 working days or about 46 working weeks. Standard contracted hours are assumed to be 35 hours per week.

No	Example	Description	Formula	FTE
1	<b>A member of the teaching staff works full-time for one term of 16 weeks.</b>	The staff member works full-time (35 hours) for 16 weeks compared with a 40 week standard for a full year's work.	$16 \div 40$	0.4
2	<b>A full-time member of the teaching staff, who leaves part-way through the year.</b>	If the number of weeks worked since the start of the academic session is x, then the FTE represented by that member of staff is $x/40$ . Similarly, if a member of staff works for only part of an academic year such that the number of weeks worked between their start date (after the beginning of the year) and their leaving date is y, this represents an FTE of $y/40$ . Use this formula for staff on short-term unpaid leave, calculating FTE for the period of time during which the employee worked.	$x \div 40$ or $y \div 40$	
3	<b>A member of the teaching staff works 3 sessions (half days) a week throughout the year.</b>	Assuming leave entitlement is proportionate, the member of staff has 40 working weeks per year and works for one and a half days per week, thereby working 60 days a year expressed as a proportion of the standard 201 days.	$60 \div 201$	0.3

4	<b>A member of the teaching staff working 3 sessions (half days) a week leaves part-way through the year.</b>	If the number of weeks worked between the beginning of the academic year (or the start date of the member of staff, if later) and the date the member of staff leaves is x weeks, the member of staff working one and a half days a week is deemed to have worked 1.5x days.	1.5x÷201	
5	<b>A member of non-teaching (support) staff working 20 hours a week throughout the year.</b>	Assuming leave entitlement is proportionate, the member of staff has 46 working weeks per year and works for 20 hours each week expressed as a proportion of the standard 35 contracted hours per week.	20÷35	0.6
6	<b>A member of non-teaching (support) staff working 20 hours a week leaves part-way through the year.</b>	If the number of weeks worked between the beginning of the academic year (or the start date of the member of staff, if later) and the date the member of staff leaves is x weeks, the member of staff working 20 hours a week is deemed to have worked 20x hours. [35 hours a week for 46 weeks =1610 hours] Use this formula for staff on short-term unpaid leave, calculating FTE for the period of time during which the employee worked.	20x÷ 1610	
7	<b>One way to calculate the total FTE for all teaching staff in a college.</b>	A particular college has 45 full-time staff and 52 part-time staff. A full-time member of the teaching staff in this college has a standard contract of 35 hours per week. The total weekly contract hours for all of the part-time teaching staff amounts to 980 hours.	(980÷35) + 45	73

## Appendix 2 – Staff on Multiple Contracts

For staff who have both teaching and support contracts or multiple contracts, the staff records have to be marked in order to calculate the correct headcount.

In Appendix 3, your college has a two-character prefix. For a staff member with two or more contracts, the Multiple Contracts field should be filled in using the college prefix and a unique reference number, i.e. AC01. All contracts for a given staff member will have the same reference number.

### Example 1 – single college multi-contracts

If a college has two staff on multi contracts, the coding would be as follows:

College Code	Multi-Contract	Terms of Employment	Mode of Employment	Occupation Type	FTE	Text
C1003356	AC01	Temporary	PT	Teaching	0.2	
C1003356	AC01	Permanent	PT	Support	0.4	
C1003356	AC02	Permanent	FT	Support	1	
C1003356	AC02	Temporary	PT	Teaching	0.1	Teaching evening classes

### Example 2 – multi-college contracts

If a staff member is working part-time over two colleges (and this is known to the colleges), in order to preserve accuracy in the sector headcount, each college should record a single Multi-Contract code for their college and note the other college in the text field. For example:

Fife return:

College Code	Multi-Contract	Terms of Employment	Mode of Employment	Occupation Type	FTE	Text
C5460352	FI01	Permanent	PT	Teaching	0.6	Teaches also in Edinburgh

Edinburgh

Return:

College Code	Multi-Contract	Terms of Employment	Mode of Employment	Occupation Type	FTE	Text
C1002953	ED01	Permanent	PT	Teaching	0.4	Teaches also in Fife

### Appendix 3 – College Names and Codes

College Name	SEED Code	Two digit prefix
Argyll College (UHI)	C7005321	AR
Ayrshire College	C1003356	AC
Borders College	C5660459	BO
City of Glasgow College	C8460500	GM
Dumfries and Galloway College	C5960258	DG
Dundee and Angus College	C1002856	DA
Edinburgh College	C1002953	ED
Fife College	C5460352	FC
Forth Valley College	C5760259	FV
Glasgow Clyde College	C1003453	GC
Glasgow Kelvin College	C1003151	GK
Inverness College (UHI)	C5160553	IN
Lewis Castle College (UHI)	C6232655	LC
Moray College (UHI)	C5260051	MC
New College Lanarkshire	C1003550	NL
Newbattle Abbey College	C5560853	NA
North East Scotland College	C5261651	AB
North Highland College (UHI)	C5160057	TH
Orkney College(UHI)	C6002757	KW
Perth College (UHI)	C5360455	PC
Sabhal Mòr Ostaig (UHI)	C5160650	SM
Shetland College (UHI)	C6103650	SC
South Lanarkshire College	C8461652	CB
SRUC Land based	C1003259	SR
West College Scotland	C1003054	WS
West Highland College (UHI)	C3004325	WH
West Lothian College	C5560659	WL