

# Preparing the post-16 school Census return checklist

English post-16 schools



NOTE: The checklist continues on three pages. Please print all pages.

Description of task	Completed
Check with your System Administrator/Manager that you have the appropriate permissions to run the Census and record associated data	<input type="checkbox"/>
Upgrade to the latest SIMS release as soon as possible to enable dry runs to be carried out	<input type="checkbox"/>
Check with your System Administrator/Manager that the latest fileset version has been imported	<input type="checkbox"/>
Carry out a dry run to determine what information needs to be updated	<input type="checkbox"/>
Check what post-16 data is collected	<input type="checkbox"/>
Ensure that Maths and English GCSEs are recorded	<input type="checkbox"/>
Ensure that Maths and English GCSE prior attainment (i.e. grade achieved) is recorded for each student in year 12 and above	<input type="checkbox"/>
<b>To ensure that the correct prior attainment information is collected in the return:</b>	
<ul style="list-style-type: none"><li>• Check that all prior attainment data has been updated for the current academic year</li></ul>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Correct Maths and English highest grades for the previous academic year, if required</li></ul>	<input type="checkbox"/>
Check that <b>Census View</b> is set as the <b>Default for Course Browse</b>	<input type="checkbox"/>
Check the appropriate default course durations are set up	<input type="checkbox"/>
Check that the <b>Earliest Year Taught In for Completion Management</b> is set to <b>Curriculum Year 11</b> or above	<input type="checkbox"/>
Check that the appropriate default completion and continuity tolerance are set up	<input type="checkbox"/>



Description of task	Completed
Check the default course duration and tolerances by level	<input type="checkbox"/>
Run the bulk update of course end dates routine to remove August end dates	<input type="checkbox"/>
Run the bulk update of course end date routine using completion tolerance to reset status	<input type="checkbox"/>
Record leavers and update course membership	<input type="checkbox"/>
Check that the learning aim withdrawal reason has been recorded to explain why the student is leaving the learning aim before the expected end date	<input type="checkbox"/>
Ensure that the learning aim withdrawal reason is recorded for any leavers	<input type="checkbox"/>
Check that the core learning aim has been set for students, where applicable	<input type="checkbox"/>
Check appearance of new learning aims when manually modifying a student membership	<input type="checkbox"/>
Update funding and monitoring details as required by the DfE	<input type="checkbox"/>
Download the QAN catalogue from the <a href="#">DfE QAN website</a> and import into SIMS in September <u>before</u> starting the school Census Autumn return	<input type="checkbox"/>
Ensure the required QANs and Discount Codes are available for selection in Course Manager	<input type="checkbox"/>
Check course duration for individual courses	<input type="checkbox"/>
Check that there is only one award associated with each course	<input type="checkbox"/>
Select the additional attributes for each course, e.g. the <b>Code</b> , if required, and ensure that the <b>To</b> date is entered for any 'old' codeset	<input type="checkbox"/>

Description of task	Completed
If applicable, ensure that the <b>Provider UKPRN</b> (United Kingdom Provider Reference Number) is entered for each learning aim	<input type="checkbox"/>
Check that the course status is correct, e.g. Withdrawn and Transferred	<input type="checkbox"/>
Ensure that traineeships are indicated where applicable	<input type="checkbox"/>
Ensure all work placements are recorded	<input type="checkbox"/>
<b>To ensure that the correct post-16 programmes of study information is collected in the return:</b>	
<ul style="list-style-type: none"> <li>• Check that programmes of study information has been recorded for the current academic year</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Correct planned hours for the previous academic year, if required</li> </ul>	<input type="checkbox"/>
Check that employment information for post-16 students has been added, where applicable	<input type="checkbox"/>
Check the transition between the former process of importing the performance measures file and the new process of managing performance indicator details	<input type="checkbox"/>
Use the <b>Edit PI Data</b> routine to ensure that non-EDI exam information for prior attainment is available in school Census	<input type="checkbox"/>
Produce detail reports	<input type="checkbox"/>



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Registered office: 11 Kingsley Lodge,  
13 New Cavendish Street, London W1G 9UG  
Registration in England and Wales: 13477997  
VAT Registration Number: 432862885