



NCCIS Checker Tool

last updated for the Autumn 2019 (3.70) release

Handbook

CAPITA

Revision History

Version	Published on
Autumn 2019 (3.70) - 1.0	08/11/2019

Doc Ref

NCCIS Checker Tool/Autumn 2019/2019-11-08

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You can log a call with the Service Desk via the Customer Service tool available on [My Account](#).

Providing Feedback on Documentation

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onepublications@capita.co.uk

Please ensure that you include the document name, version and aspect of documentation on which you are commenting.

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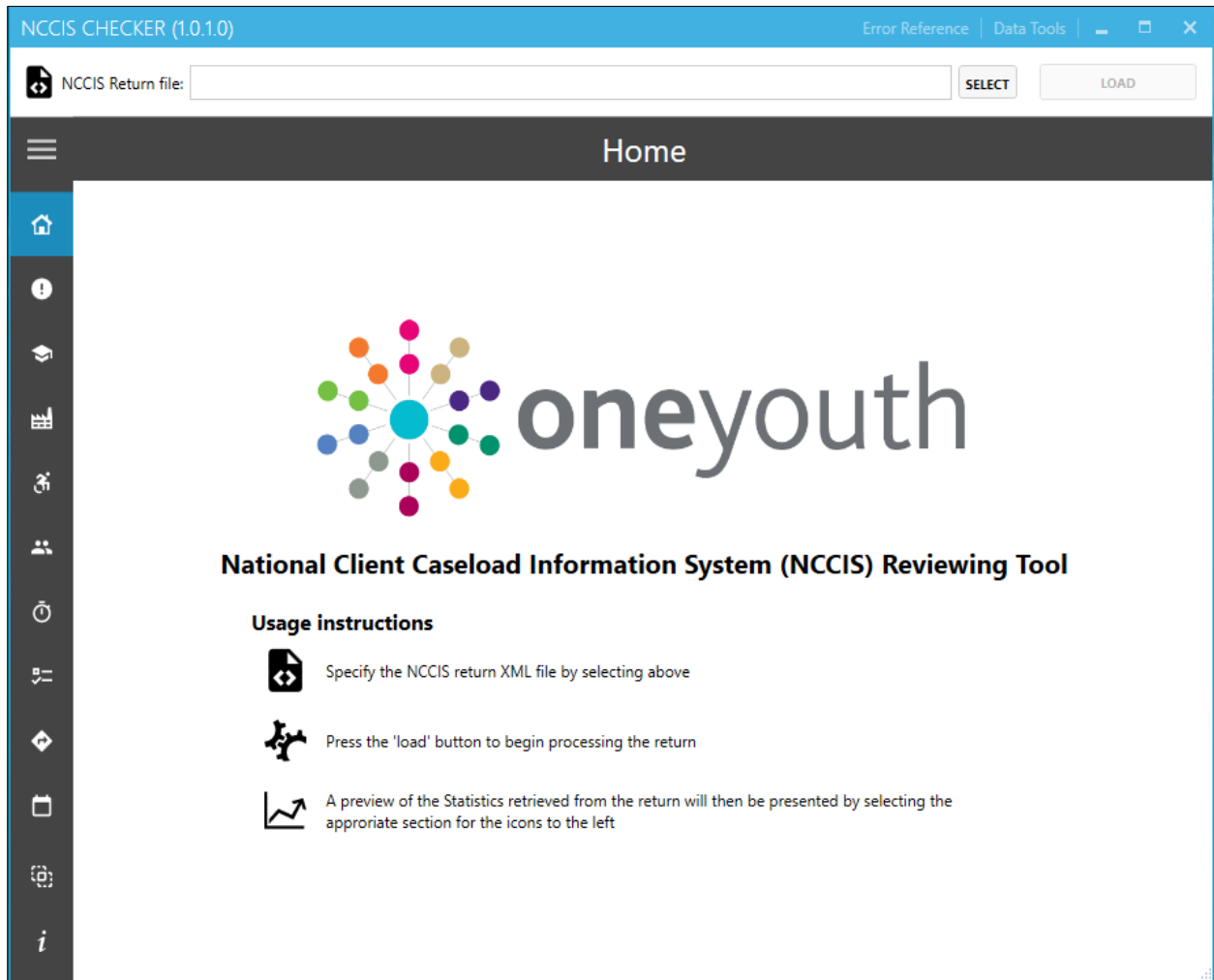
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01 | Document Change Control

Date	Release	Description
September 2019	3.70	Document created.

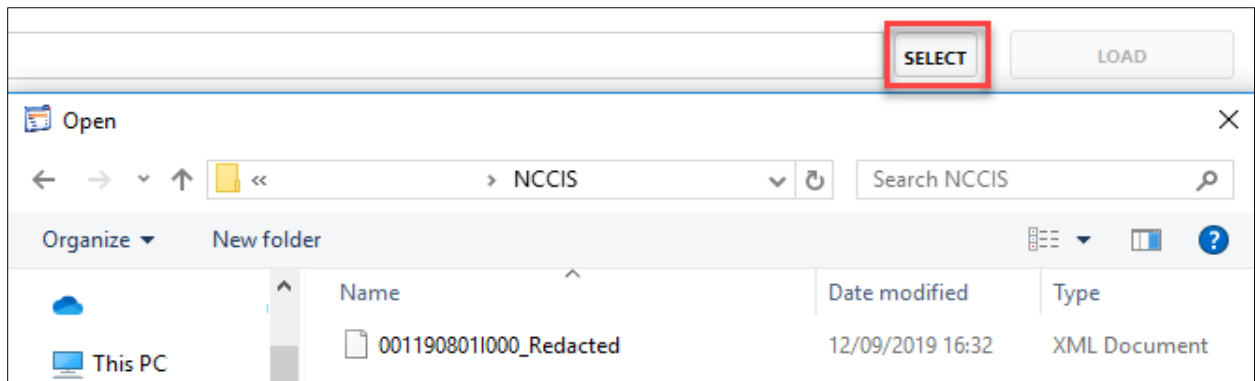
02 | Overview

This tool allows One IYSS administrators to preview their organisation's NCCIS statistical returns prior to submission.

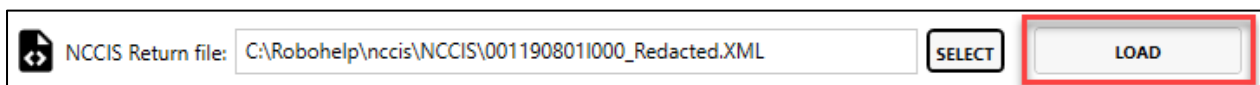


Load the XML file extracted from IYSS

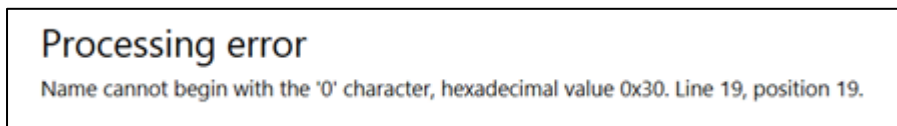
Click **SELECT** to display available files to load (the tool will only display available XML files).
Double click on the required one:



Select file and click LOAD to review:



If an error message like this occurs, there is an issue with the actual process. Contact the Helpdesk for assistance:

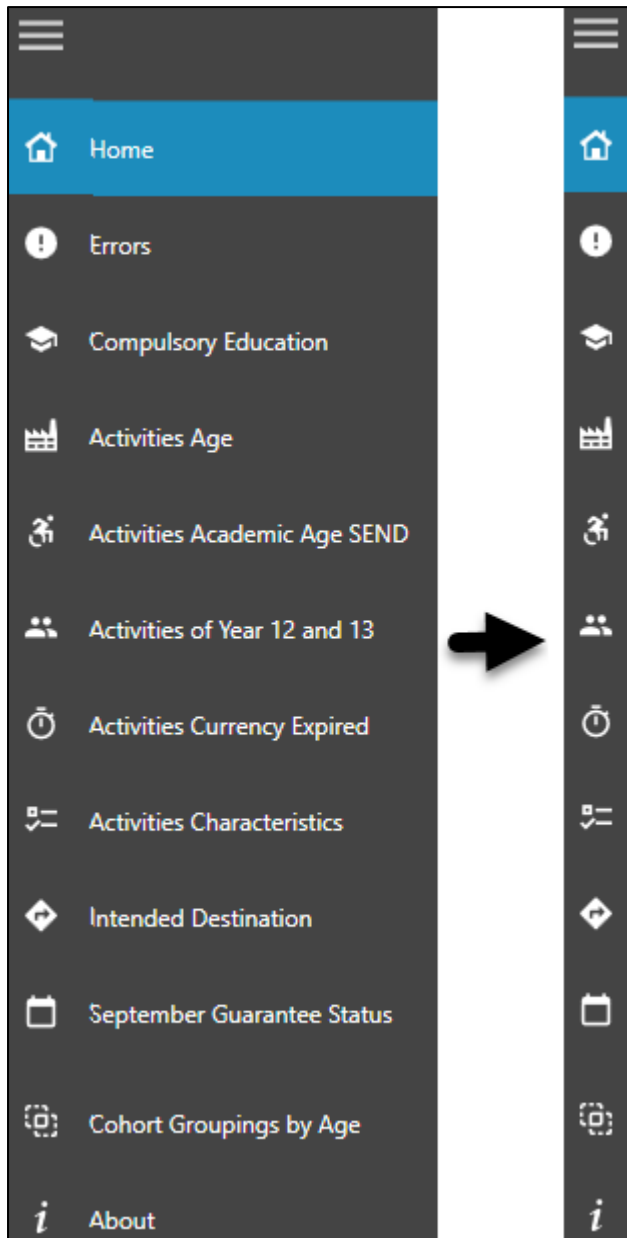


The following displays as the checker processes the XML:



Navigation

Navigate to the screens from the left tool bar. Click on the three bars at the top to expand & collapse the menu names.



Some screens have multiple views e.g. Activities of year 12 and 13 has SEND, Gender, Male/Female, Ethnicity and Support. Clicking in each will give a breakdown of data by that view.

Activities of Year 12 and 13

Activities of Year 12 and 13

[SEND](#) [Gender](#) [Male/Female](#) [Ethnicity](#) [Support](#)

Activities of those who have reached statutory school leaving age - SEND or Non SEND

	SEND			Non SEND		
	Year 12	Year 13	Year Total	Year 12	Year 13	Year Total
Cohort Total	78	54	132	1516	1580	3096
EET Total	72	50	122	1489	1537	3026
In education, post Year 11	65	47	112	1291	1206	2497
Full time education - school sixth-form (210)	39	31	70	901	799	1700
Full time education - sixth-form college (220)	0	0	0	88	86	174
Full time education - further education (230)	25	15	40	300	320	620
Full time education - higher education (240)	0	0	0	0	0	0

Numbers with a hyperlink open a slide in window to display a breakdown of the data, for example:

→ School Leavers (by SEND)

Age group: Year 12

Activity: 210 Full time education - school sixth-form

SEND Status: N Non-SEND

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
--------	--------	------------	-------------	-----	-----------	--------	-----------	----------	------

All screens have a COPY AS CSV TO CLIPBOARD function to allow pasting of data into a CSV file. This is located at the bottom left of slide in window.

COPY AS CSV TO CLIPBOARD

Table information

Each screen from the navigation bar displays the data in a table format. The tables have different columns depending on the type of information displayed. The tables will mirror those in the NCCIS workbooks, for example:

	Year 12	Year 13	Year 12 - 13 Total	Year 14	Year 15	Year 16+	Total
Cohort Total	78	54	132	33	26	38	229
EET Total	72	50	122	32	26	36	216

Most tables contain the following sections with a breakdown of data under each heading:

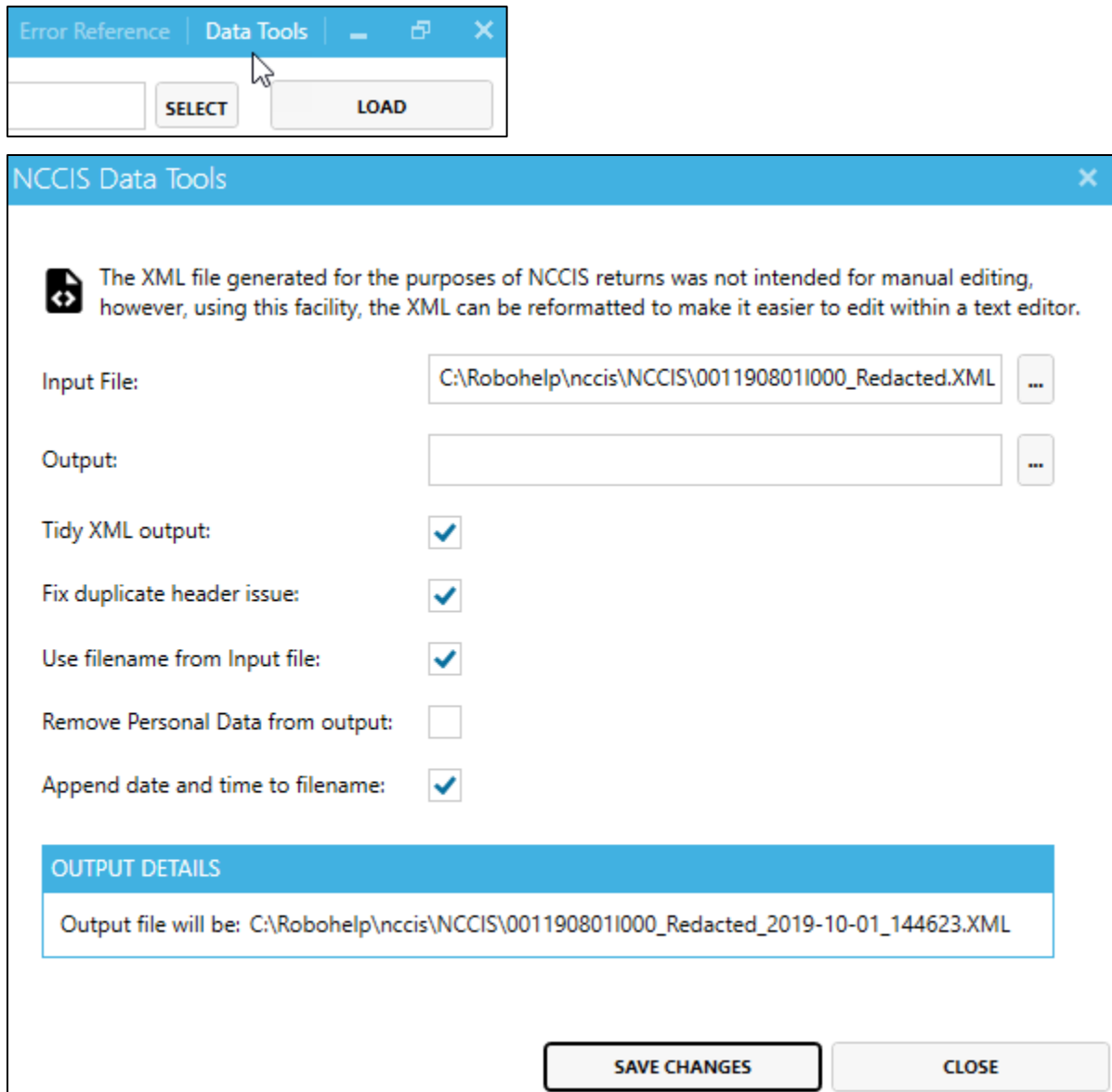
In education, post Year 11
Employment
Training
Training (Re-engagement)
NEET Group
Available to labour market
Not available to labour market
Other (not EET or NEET)
Current situation not known

This is followed by a table summarizing the information, for example:

Progress	Year 12	Year 13	Year 12 - 13 Total	Year 14	Year 15	Year 16+	Total
Not Known %	0.0%	1.9%	0.8%	0.0%	0.0%	0.0%	0.4%
In Learning %	88.5%	88.9%	88.6%	93.9%	76.9%	92.1%	88.6%
NEET %	7.7%	5.6%	6.8%	3.0%	0.0%	5.3%	5.2%
NEET + Not Known %	7.7%	7.4%	7.6%	3.0%	0.0%	5.3%	5.7%

Data Tools

There are additional data tools available to reformat the XML file for manual editing. To access this facility, click the data tools hyperlink in the top right corner.



Tidy XML output: - Enables the file to be edited if required in a text editor.

Fix Duplicate header: - Used to fix if the file header is duplicated. If you don't have that error, it does nothing.

Remove Personal Data: - This provides the facility to redact personal data, useful to send an XML file to Capita.

In all instances a new file will automatically use the file path where the original xml file is located. You will see the original plus the new file (See output details in screenshot above). To use this new file, choose the file and load, as before.

03 | Errors

Once the checker has processed the XML, the errors page displays. This will show any errors with the XML, displaying the code, priority, record count, Records, description and explanation. Any minus codes are Capita codes to help with fault investigation, any others are NCCIS error codes.

If a local authority is responsible for two authorities in one return the **Show all records** is the default view but use this to select individual authority. (Not present on single authority)

CODE	PRIORITY	COUNT	DESCRIPTION	EXPLANATION
-258	3	73	'PredictedEndDate' of 0001-01-01 treated as missing value	Value of 0001-01-01 is not a valid date and treated as not being supplied at all
-257	3	59	'ReviewDate' of 0001-01-01 treated as missing value	Value of 0001-01-01 is not a valid date and treated as not being supplied at all
-243	3	59	Warning 'DueToLapseDate' contained 0001-01-01 which will be treated as missing	Dates of 0001-01-01 are clearly incorrect, NCCIS treats these as missing completely
25	1	3567	'LEACodeAtYear11' does not equal the Year 11 Offer LEACode	These two codes must have the same value
31	1	244	'Address' fields do not contain any data	This field must be completed for every record
40	1	34134	'DOB' contains a value which makes the young person without a SEND flag over the age of 18	18-25 year olds should only be included in the XML extract if they have a current Education, Health and Care (EHC) plan

Double Click on the row to view a breakdown of the data.

Errors

Error Code: **233** Priority: **2**

Activity of carer without supporting characteristic

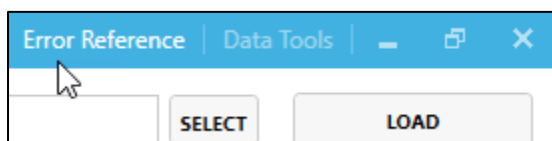
The young person's current activity is recorded as 'NEET – carer' so characteristic type of 140 should also be recorded

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
7120000013524	P	XXXX	XXXXXX	15/Dec/1998	NOBT	M	AA99 9AA	620	N
7120000033432	P	XXXXXXXX	XXXX	15/Jan/1999	NOBT	M	AA9 9AA	620	N
7120000062827	P	XXXXX	XXXXX	15/Jul/1999	WBRI	M	AA99 9AA	620	N

There is a Copy as CSV to Clipboard feature at the bottom of the screen.

COPY AS CSV TO CLIPBOARD

In addition to the explanation of the code within the table, click the Error Reference hyperlink in the top right corner. This will open a dialogue which will enable you to scroll through all codes.





Errors


Error Code	Description	Priority	Explanation
1	'YoungPersonsID' not of the correct length	1	The young person's identifier must contain 13 digits; the 3 digit DatabaseID followed by the local CCIS ID, and with padded 0s. eg 4440000123456
-1	'YoungPersonsID' is not of correct format	3	The young person's identifier must contain 13 digits; the 3 digit DatabaseID followed by the local CCIS ID, and with padded 0s. eg 4440000123456
2	'GivenName' does not contain a value	1	The young person's given name is missing

04 | Compulsory Education

This section shows a breakdown of children in compulsory education by gender and level of need. The tables will mirror those in the NCCIS workbooks.

Compulsory Education					
Gender					
	Female	Male	Withheld	Unknown	Total
Registered at a school or other educational establishment (110)	938	967	0	0	1905
Educated at home (120)	11	14	0	0	25
Custodial sentence (130)	0	0	0	0	0
Not registered at school or educational establishment (140)	0	0	0	0	0
Current situation not known (150)	0	0	0	0	0
Totals ()	949	981	0	0	1930
Level of Need					
	Intensive	Supported	Minimum Intervention	Total	
Registered at a school or other educational establishment (110)	155	198	1552	1905	
Educated at home (120)	5	3	17	25	
Custodial sentence (130)	0	0	0	0	
Not registered at school or educational establishment (140)	0	0	0	0	
Current situation not known (150)	0	0	0	0	
Totals ()	160	201	1569	1930	

Numbers with a hyperlink open to display a breakdown of the data, for example:

 Compulsory Education (by Level of Need)									
Level of Need		<input type="text" value="2 Supported"/>							
Activity		<input type="text" value="120 Educated at home"/>							
CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
7130000002896	P	XXXXXXXXXX	XXXXXXX	15/Jan/2003	WBRI	F	AA99 9AA	120	N
7130000004061	P	XXXXXX	XXXXX	15/Oct/2002	WBRI	M	AA99 9AA	120	N
7130000004723	P	XXXXXX	XXXXXXXXXX	15/Oct/2002	BCRB	M	AA99 9AA	120	N

05 | Activities Age


This section shows Activities of those who have reached statutory school leaving age. The tables will mirror those in the NCCIS workbooks.

	Year 12	Year 13	Total
Cohort Total	1594	1634	3228
EET Total	1561	1587	3148

This is followed by a summary, for example:

Progress	Year 12	Year 13	Yr 12 - Yr 13 Total
RPA			
Participating in education and training	94.9%	90.6%	
Meeting the duty	95.5%	90.9%	
Participating in RPA compliant education and training	94.9%	90.5%	
Working towards meeting the duty	0.7%	0.4%	
Temporary break from Learning	0.1%	0.2%	
Not Known %	0.4%	1.9%	1.2%
In Learning %	94.9%	90.6%	92.7%
NEET %	1.6%	0.9%	1.3%
NEET + Not Known %	2.1%	2.8%	2.4%

Numbers with a hyperlink open to display a breakdown of the data, for example:

 **Activities Age**

Age group

Activity

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
7130000000080	P	XXX	XXXXX	15/Oct/2001	WBRI	M	AA99 9AA	280	Y

06 | Activities Academic Age SEND

This section shows Activities of those who have reached statutory school leaving age and have declared a learning difficulty or disability. The tables will mirror those in the NCCIS workbooks.

For example:

	Year 12	Year 13	Year 12 - 13 Total	Year 14	Year 15	Year 16+	Total
Cohort Total	78	54	132	33	26	38	229
EET Total	72	50	122	32	26	36	216

This is followed by a summary, for example:

Progress	Year 12	Year 13	Year 12 - 13 Total	Year 14	Year 15	Year 16+	Total
Not Known %	0.0%	1.9%	0.8%	0.0%	0.0%	0.0%	0.4%
In Learning %	88.5%	88.9%	88.6%	93.9%	76.9%	92.1%	88.6%
NEET %	7.7%	5.6%	6.8%	3.0%	0.0%	5.3%	5.2%
NEET + Not Known %	7.7%	7.4%	7.6%	3.0%	0.0%	5.3%	5.7%

Numbers with a hyperlink open to display a breakdown of the data, for example:

 **Activities Age SEND**

Age group

Activity

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
7130000000080	P	XXX	XXXXX	15/Oct/2001	WBRI	M	AA99 9AA	280	Y

07 | Activities of Year 12 and 13

This section shows activities of those who have reached statutory school leaving age Yr 12 to Yr 13.

There are five display options: SEND, Gender, Male/Female, Ethnicity, Support. In each display the tables will mirror those in the NCCIS workbooks.

By SEND

Activities of those who have reached statutory school leaving age - SEND or Non SEND.

	SEND			Non SEND		
	Year 12	Year 13	Year Total	Year 12	Year 13	Year Total
Cohort Total	78	54	132	1516	1580	3096
EET Total	72	50	122	1489	1537	3026

This is followed by a summary, for example:

Progress	Year 12	Year 13	Year Total	Year 12	Year 13	Year Total
Not Known %		1.9%	0.8%	0.5%	1.9%	1.2%
In Learning %	88.5%	88.9%	88.6%	95.2%	90.6%	92.9%
NEET %	7.7%	5.6%	6.8%	1.3%	0.8%	1.0%
NEET + Not Known %	7.7%	7.4%	7.6%	1.8%	2.7%	2.2%

By Gender

Activities of those who have reached statutory school leaving age Yr 12 to Yr 13.

	Male	Female	Unknown	Withheld	Total
Cohort Total	1696	1532	0	0	3228
EET Total	1637	1511	0	0	3148

This is followed by a summary, for example:

	Male	Female	Unknown	Withheld	Total
Not Known %	1.5%	0.8%			1.2%
In Learning %	90.6%	95.0%			92.7%
NEET %	1.9%	0.5%			1.3%
NEET + Not Known %	3.4%	1.4%			2.4%

By Male/Female

Activities of those Male and Females who have reached statutory school leaving age Yr 12 to Yr 13.

	Year 12			Year 13		
	Male	Female	Total	Male	Female	Total
Cohort Total	825	769	1594	871	763	1634
EET Total	801	760	1561	836	751	1587

This is followed by a summary, for example:

Progress	Male	Female	Total	Male	Female	Total
Not Known %	0.5%	0.4%	0.4%	2.4%	1.3%	1.9%
In Learning %	93.0%	96.9%	94.9%	88.3%	93.2%	90.6%
NEET %	2.4%	0.8%	1.6%	1.5%	0.3%	0.9%
NEET + Not Known %	2.9%	1.2%	2.1%	3.9%	1.6%	2.8%

By Ethnicity

Activities of those who have reached statutory school leaving age Yr 12 to Yr 13.

	WBRI	WIRI	WROM	WOTH	MWBC	MWBA	MWAS	MOTH	AIND	APKN	ABAN
Cohort Total	2796	8	12	81	31	13	37	37	18	9	18
EET Total	2730	8	10	80	30	12	36	37	18	9	18

This is followed by a summary, for example:

	WBRI	WIRI	WROM	WOTH	MWBC	MWBA	MWAS	MOTH	AIND	APKN	ABAN
Not Known %	1.1%	0.0%	8.3%	0.0%	0.0%	7.7%	0.0%	0.0%	0.0%	0.0%	0.0%
In Learning %	92.8%	100.0%	50.0%	96.3%	83.3%	92.3%	91.9%	89.2%	100.0%	100.0%	94.4%
NEET %	1.2%	0.0%	8.3%	1.2%	0.0%	0.0%	2.7%	0.0%	0.0%	0.0%	0.0%
NEET + Not Known %	2.4%	0.0%	16.7%	1.2%	0.0%	7.7%	2.7%	0.0%	0.0%	0.0%	0.0%

By Support

Activities of those who have reached statutory school leaving age Yr 12 to Yr 13.

	Intensive Support	Supported	Minimum Intervention	Total
Cohort Total	209	396	2623	3228
EET Total	181	376	2591	3148

This is followed by a summary, for example:

Progress	Intensive Support	Supported	Minimum Intervention	Total
Not Known %	1.4%	2.5%	1.0%	1.2%
In Learning %	73.1%	85.6%	95.3%	92.7%
NEET %	11.5%	2.5%	0.3%	1.3%
NEET + Not Known %	13.0%	5.1%	1.2%	2.4%

Numbers with a hyperlink open to display a breakdown of the data, for example:



School Leavers (by SEND)

Age group

Activity

SEND Status

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
7130000000080	P	XXX	XXXXX	15/Oct/2001	WBRI	M	AA99 9AA	280	Y

08 | Activities Currency Expired

This section shows activities of those who have reached statutory school leaving age. The tables will mirror those in the NCCIS workbooks.

	Yr 12	Yr 13	Total
Currency Expired Total	3	26	29
EET Total	3	26	29

This is followed by a summary, for example:

Progress	Yr 12	Yr 13	Total
NEET Total	26	15	41
EET Total	1559	1587	3146
In Learning Total	1510	1478	2988
Not Known Total	7	31	38
Other (not in EET or NEET)	6	5	11
Not Known %	0.4%	1.9%	1.2%
In Learning %	94.7%	92.7%	92.6%

Numbers with a hyperlink open to display a breakdown of the data, for example:

 **Activities Currency Expired**

Age group

Activity

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
7130000003337 P		XXXXXX	XXXXXXXX	15/May/2002	WBRI	F	AA9 9AA	330	N

09 | Activities Characteristics

This section shows activities of those who have reached statutory school leaving age.

There are two display options: All leavers and Year 12 and 13. In both displays the tables will mirror those in the NCCIS workbooks.

By All Leavers

Activities of all those who have reached statutory school leaving age.

	Looked-after / In care	Parent - caring for own child	Refugee / Asylum seeker	Carer not own child	Client disclosed substance misuse	Care Leaver	Supervised by YOT	Pregnant	Parent - not caring for own child	Alternative Provision	SEND	Teenage Mothers	SEN Support
Cohort Total	48	3	15	3	4	18	24	7	2	99	313	3	636

This is followed by a summary, for example:

	Looked-after / In care	Parent - caring for own child	Refugee / Asylum seeker	Carer not own child	Client disclosed substance misuse	Care Leaver	Supervised by YOT	Pregnant	Parent - not caring for own child	Alternative Provision	SEND	Teenage Mothers	SEN Support
Not Known %	3.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.8%	0.4%	0.0%	1.8%
In Learning %	66.7%	0.0%	83.3%	0.0%	25.0%	77.8%	18.8%	0.0%	50.0%	50.0%	88.6%	0.0%	88.2%
NEET %	26.7%	100.0%	16.7%	100.0%	25.0%	16.7%	50.0%	40.0%	0.0%	20.8%	5.2%	100.0%	2.3%
NEET + Not Known %	30.0%	100.0%	16.7%	100.0%	25.0%	16.7%	50.0%	40.0%	0.0%	23.6%	5.7%	100.0%	4.0%

By Year 12 and 13

Activities of those who have reached statutory school leaving age Yr 12 to Yr 13.

	Looked-after / In care	Parent - caring for own child	Refugee / Asylum seeker	Carer not own child	Client disclosed substance misuse	Care Leaver	Supervised by YOT	Pregnant	Parent - not caring for own child	Alternative Provision	SEND	Teenage Mothers	SEN Support
Cohort Total	30	2	12	3	4	14	16	5	2	71	132	2	398

This is followed by a summary, for example:

	Looked-after / In care	Parent - caring for own child	Refugee / Asylum seeker	Carer not own child	Client disclosed substance misuse	Care Leaver	Supervised by YOT	Pregnant	Parent - not caring for own child	Alternative Provision	SEND	Teenage Mothers	SEN Support
Not Known %	3.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	2.9%	0.8%	0.0%	1.8%
In Learning %	66.7%	0.0%	83.3%	0.0%	25.0%	78.6%	18.8%	0.0%	50.0%	51.4%	88.6%	0.0%	88.2%
NEET %	26.7%	100.0%	16.7%	100.0%	25.0%	21.4%	50.0%	40.0%	0.0%	18.6%	6.8%	100.0%	2.3%
NEET + Not Known %	30.0%	100.0%	16.7%	100.0%	25.0%	21.4%	50.0%	40.0%	0.0%	21.4%	7.6%	100.0%	4.0%

Numbers with a hyperlink open to display a breakdown of the data, for example:

→ Activities Characteristics

Characteristic **110** Looked-after / In care ▼

Activity **220** Full time education - sixth-form college ▼

Age Group Only Year 12 and 13

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
7130000000288	P	XXXXXXX	XXXXXXXXX	15/Dec/2001	WBRI	F	AA9 9AA	220	N

The Age Group can be filtered by All or by Only Year 12 and 13:


Age Group All Only Year 12 and 13

10 | Intended Destination

This section shows intended destination at Year 11.

Intended Destination	Total
Full time education - same school	1070
Full time education or training - other institution	412
Apprenticeship or traineeship	106
Full time employment with study (regulated qualification)	0
Employment without training	0
Other destination	3
Undecided	56
Not obtained	283
Total	1930
Year 11 Cohort	1930

Numbers with a hyperlink open to display a breakdown of the data, for example:

 Intended Destinations

Intended Destination 411 Other destination

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
713000000609	P	XXXXXXX	XXXXX	15/May/2003	WBRI	F	AA99 9AA	110	N
7130000003327	P	XXXXX	XXXXXXX	15/Sep/2002	WBRI	M	AA99 9AA	110	N
7130000003566	P	XXXX	XXXXX	15/Jan/2003	WBRI	F	AA99 9AA	110	N

11 | September Guarantee Status

This section shows activities of those covered by the September Guarantee.

There are two display options: Year 11, Year 12. In both displays the tables will mirror those in the NCCIS workbooks.

By Year 11

	Offer made		Offer not appropriate at this time			No offer made			No contact			Total
	Education and training	Re-engagement activities	Going into employment without accredited training	Personal circumstances prevent learning at this time	Other Reason	No appropriate provision	Considering options/ not applied for learning	Application made awaiting outcome	Unable to contact - current address not known	Unable to contact - other reason	Guarantee status not yet recorded	
Cohort Total	1151	1	0	0	0	0	0	0	0	0	777	1929

By Year 12

	Total Offers Made	Offer made				Offer not appropriate at this time				Total
		Continuing in education	Continuing in employment with study (regulated qualification)	Education and training	Re-engagement activities	Going into employment without training	Personal circumstances prevent learning	Other reason		
Cohort Total	1323	1202	111	10	0	0	2	0		
		No offer made			No contact			Total		
		No appropriate provision	Considering options/ not applied for learning	Application awaiting outcome	Unable to contact - current address not known	Unable to contact - other reason	Guarantee status not yet recorded			
		0	0	0	0	0	268	1593		

Numbers with a hyperlink open to display a breakdown of the data, for example:

 **September Guarantee**

Guarantee Code Continuing in employment with study (regu ▾)

Activity Full time education - school sixth-form ▾

CLIENT	COHORT	GIVEN NAME	FAMILY NAME	DOB	ETHNICITY	GENDER	POST CODE	ACTIVITY	SEND
7130000003253	P	XXXXXXXXXX	XXXXXXXXXXXXXX	15/Oct/2001	WBRI	F	AA99 9AA	210	N

12 | Cohort Groupings by Age

This section shows cohort grouping by age of clients in NCCIS return.

	15	16	17	18	19	20	21	22	23	24	Total
'P' - Primary cohort	1930	1594	1634	33	26	18	10	6	1	3	5255
'T' - Transferred to another LA so no longer an "active record"	0	0	0	1	0	0	0	0	0	0	1
'G' - No longer in primary cohort but covered by September Guarantee	1	3	0	0	0	0	0	0	0	0	4
'A' - Age reached where an "active record" is no longer required	0	0	0	1	0	1	0	0	0	0	2
Total	1931	1597	1634	35	26	19	10	6	1	3	5262