

# CTF Workshop — Pupil Data Exchange

## Are you up to Speed ?

When a pupil transfers between schools, 'common transfer information' should now be submitted electronically to the next school in the form of a CTF (Common Transfer File), as stipulated in the Pupil Information Regulations 2005. The original purpose of CTF was to ensure that a minimum set of data would accompany the pupil as they progress through their education, avoiding duplication of effort and incorrectly entered information; this accompanying data is now being continually extended with each subsequent revision of the CTF framework.

The whole purpose of CTF is to ease the burden on Administrators during the pupil intake phases, times of the year when there are many other associated pressures. Our half day workshops are an invaluable opportunity to become fully au fait with the entire CTF process – ranging from creating a basic file through to managing the transfer of files over the s2s website, all through practical exercises and by lifting the lid on the rules surrounding their use.

### At a Glance

- CTF and XML
- Taking a look at the file structure
- DfES revision programme
- Criteria for CTF creation
- Which destination should I choose?
- Importing a CTF file
- Student matching principles
- Using the S2S website
- Hints & Tips

### Course Benefits

All delegates are encouraged to share their experience of the process so that any common queries can be identified and resolved.

Controlled exercises will be conducted, all under the watchful eye of the trainer, who having already encountered the queries you are likely to raise are equipped to share practical advice.

The course is pitched specifically to dispel all the technical jargon that can often surround CTF.

Helping to cement the clearly understood processes to your daily routines and empower you to fulfil the DfES obligations.

### Aims & Objectives

**Establishing what information is included in CTF** - both snap shot and historical data forms part of the file structure

**Data Housekeeping techniques** - a CTF export will pick up the current information stored on the school MIS, hence it is very important that all elements of pupil information be kept up to date

**Understanding the relationship between CTF and XML** - lifting the lid on the CTF structure and associated naming conventions

**Importing a CTF for the first time** – choosing the correct student roll and relevant data sections using the CTF filter

**Interpreting the import results (import log)** – student matching, treatment of missing parameters, checking for duplicates, school establishment checks etc

**Generating a CTF export** - transferring pupil data when the destination is known/unknown/a Local Authority/known but non-maintained or outside England and Wales

**Troubleshooting** – identifying and avoiding common pitfall

**Teachernet s2s** – Exploring the dedicated DfES website for submitting and retrieving CTF files

### Why is CTF so Important?

**Pupil Welfare** – it is the education-wide mechanism for keeping track of pupil movements, ensuring they are not lost from the system, and that any significant information (e.g. SEN or 'in care' status) are immediately available to the new school.

**Maintaining Pupil Progress using Prior Attainment** – the receiving school's knowledge of a pupil's prior year attainment can be used to inform their planning for the pupil's continuing education.

**Target Setting** – a pupil's prior performance data is critical in the process of school target setting.

**Data Protection** – secure data transfer mechanisms are in place to transfer the CTF between schools, appropriate to the sensitive information contained therein.

### Contact Us

Should you require further clarification on the course content, or would like to register your interest, please contact our Training Administrator, Susan Marsh, on (01235) 401842 or via e-mail (see address below).