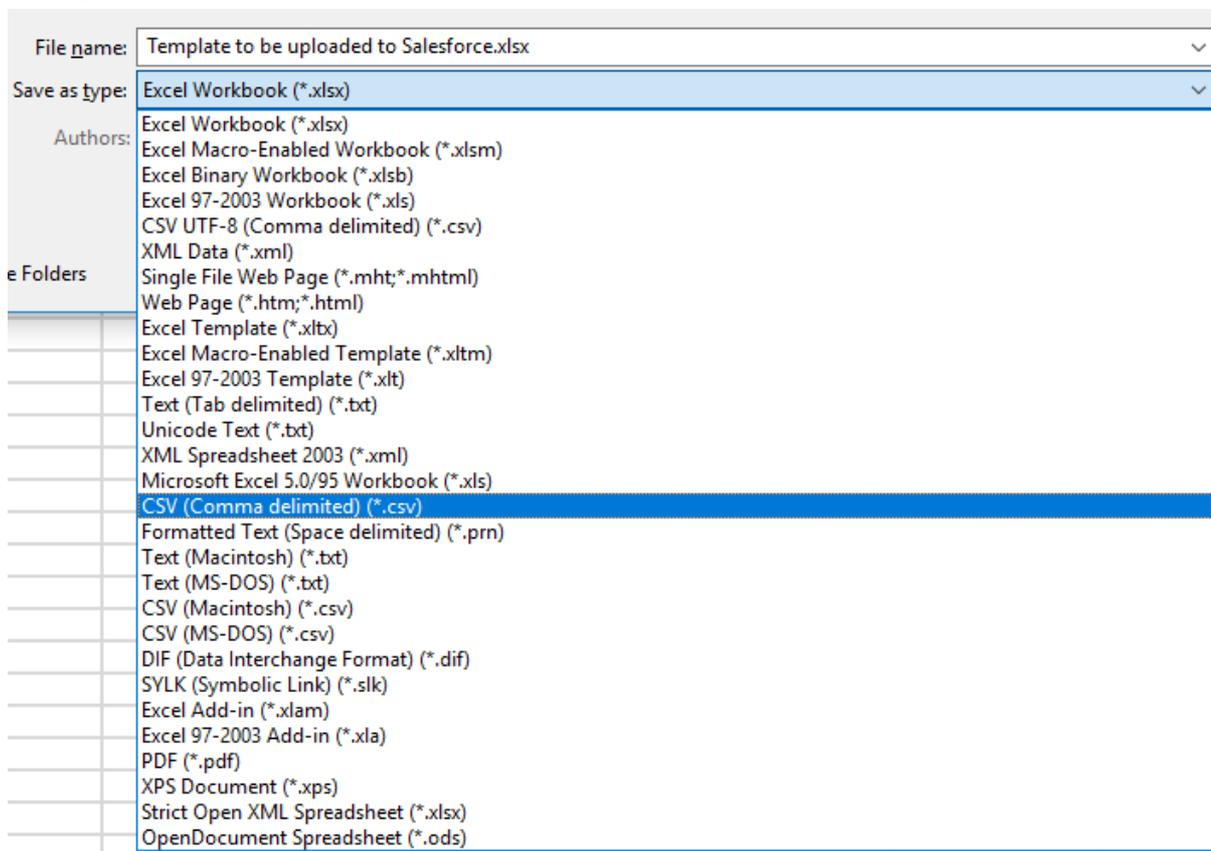


PROGRESSION DATA COLLECTION

Steps

1. Download the Progression data template in Excel format from <https://vpsc.vic.gov.au/resources/data-collection-progression/>
2. Populate the appropriate classification rows with staff headcount number in the non-highlighted area. Refer to the Template Explanation section below for more details.
3. The spreadsheet should help you identifying possible errors, such as the total number of staff be the sum of number of staff eligible for progression and number of staff not eligible for progression.
4. Save the file as CSV



5. Login to VPSC Portal (<https://vpsc.force.com/login>) using the provided login details. Please contact VPSC at workforce.data@vpsc.vic.gov.au if you need assistance.

6. Click Data Collections and then click on the link to the Progression 20XX

The screenshot shows the top navigation bar with 'portal.vpsc.vic.gov.au', a home icon, 'Resources', and 'Contact Us'. Below the navigation bar are two main menu items: 'GSERP Survey' and 'Data Collections'. The 'Data Collections' menu item is highlighted with a red rounded rectangle. Below this is a second screenshot of the 'Data Collections' page. The page header includes 'portal.vpsc.vic.gov.au', 'Resources', 'Contact Us', and a user profile 'TestSuhandi Hioe'. A 'BACK TO HOME' button is visible. The main content area shows 'Data Collections Active' with a dropdown arrow. Below this is a table with one item: 'Progression 2018 - ABC Central Victoria'. The table has columns for 'DATA COLLECTION NAME', 'STATUS', 'STAGE', 'DUE DATE', and 'OVERDUE (DAYS)'. A red arrow points to the 'DATA COLLECTION NAME' column header.

DATA COLLECTION NAME ↑	STATUS	STAGE	DUE DATE	OVERDUE (DAYS)
1 Progression 2018 - ABC Central Victoria	Open	Start/Upload	7/03/2019	

7. Upload using the Upload File function by either clicking the Upload Files and then point to the location of the CSV or drag and drop the file to the area right of the Upload Files button. Then click Next.

The screenshot shows the 'Progression 2018 - ABC Central Victoria' upload interface. The page title is 'Progression 2018 - ABC Central Victoria' with 'Organisation Code: 100739'. The interface has a progress bar with steps: 'Start/Upload', 'Invalid Records', 'Errors', 'Warnings', 'Data Review/Submit', and 'Submitted'. The 'Start/Upload' step is active. The 'Start' section contains a 'Download Blank Template' button and a 'Data Requirements' button. The 'Upload File' section contains a 'Choose File' label, an 'Upload Files' button, and 'Or drop files' text. A red arrow points to the 'Upload Files' button. The 'Download' section contains a 'Download Latest File' button. At the bottom of the interface is a 'Next' button. The footer includes 'Privacy | Terms of Service', '@Copyright State Government of Victoria', and the Victorian Government logo.

8. There should not be any errors and please ignore the Warning as they are due to extra columns in the template that are used in validating the data.

Activity	Progress	Invalid records	Errors	Warnings	Completion date
Data Import	100%	0	0	6	15/02/2019 4:08 PM
Data Validation	100%				15/02/2019 4:09 PM

9. Click Data Review/Submit on the navigation bar and click Run Summary Reports

Progression 2018 - ABC Central Victoria
Organisation Code: 100739

Back to Start/Upload Back Run Summary Reports

Press Submit once the button is available.

Template Explanation

The template is divided into read only and writable area. Area without colour is where you enter the progression data.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Grade	Gender	Number of staff not eligible for progression	Number of eligible staff progressed	Number of eligible staff not progressed	Number of eligible staff not assessed	No. at top of band prior to progression assessment	No. at top of band after progression assessment	No. reaching top of Grade or Value Range payment	Total number of staff progressed	Number of staff eligible for progression							
1																		
2		1 W								0	0							
3	2 VR 1	W								0	0							
4	2 VR 2	W								0	0							
5	3 VR 1	W								0	0							
6	3 VR 2	W								0	0							
7		4 W								0	0							
8	5 VR 1	W								0	0							
9	5 VR 2	W								0	0							
10	6 VR 1	W								0	0							
11	6 VR 2	W								0	0							
12	STS VR 1	W								0	0							
13	STS VR 2	W								0	0							
14	STS VR 3	W								0	0							
15		1 M								0	0							
16	2 VR 1	M								0	0							
17	2 VR 2	M								0	0							
18	3 VR 1	M								0	0							
19	3 VR 2	M								0	0							
20		4 M								0	0							
21	5 VR 1	M								0	0							
22	5 VR 2	M								0	0							
23	6 VR 1	M								0	0							

Insert data here

Total

Validation area

Classification

Please populate the data in the right classifications, grade or value range and gender. The classifications are divided into grades, value ranges and gender.

Classifications available are:

- VPS Staff
- Allied Health
- Court Registrar
- Community Corrections Practitioners
- Custodial Officers
- Fisheries Officers
- Housing Service and Housing Customer Service Officers
- Legal Officers
- Science
- Sheriff's Officers
- Police Custody Officers
- Youth Justice Community
- Youth Justice Worker

Genders available are: Woman, Man and Self-described.

Total columns

Total number of staff	Number of staff eligible for progression
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0

Number of staff eligible for progression = Number of eligible staff progressed + Number of eligible staff not progressed + Number of eligible staff not assessed

Total number of staff = Number of staff eligible for progression + number of staff not eligible for progression

Validation

The grey columns act as validating columns. If invalid figures are entered into the data column, then the cell will be highlighted with what the cause of the error is.

Number of staff not eligible for progression	Number of eligible staff progressed	Number of eligible staff not progressed	Number of eligible staff not assessed	No. at top of band prior to progression assessment	No. at top of band after progression assessment	No. receiving top of Grade or Value Range payment	Total number of staff	Number of staff eligible for progression	L + D = K?	E + F + G = I?	L + H <= K?	H <= I?	H <= K?	I <= K?	K <= F?
							0	0			Column L + H cannot be greater than Column K		Column H cannot be greater than column K		

Examples of error message

L + H <= K?	H <= I?	H <= K?
Column L + H cannot be greater than Column K		Column H cannot be greater than column K