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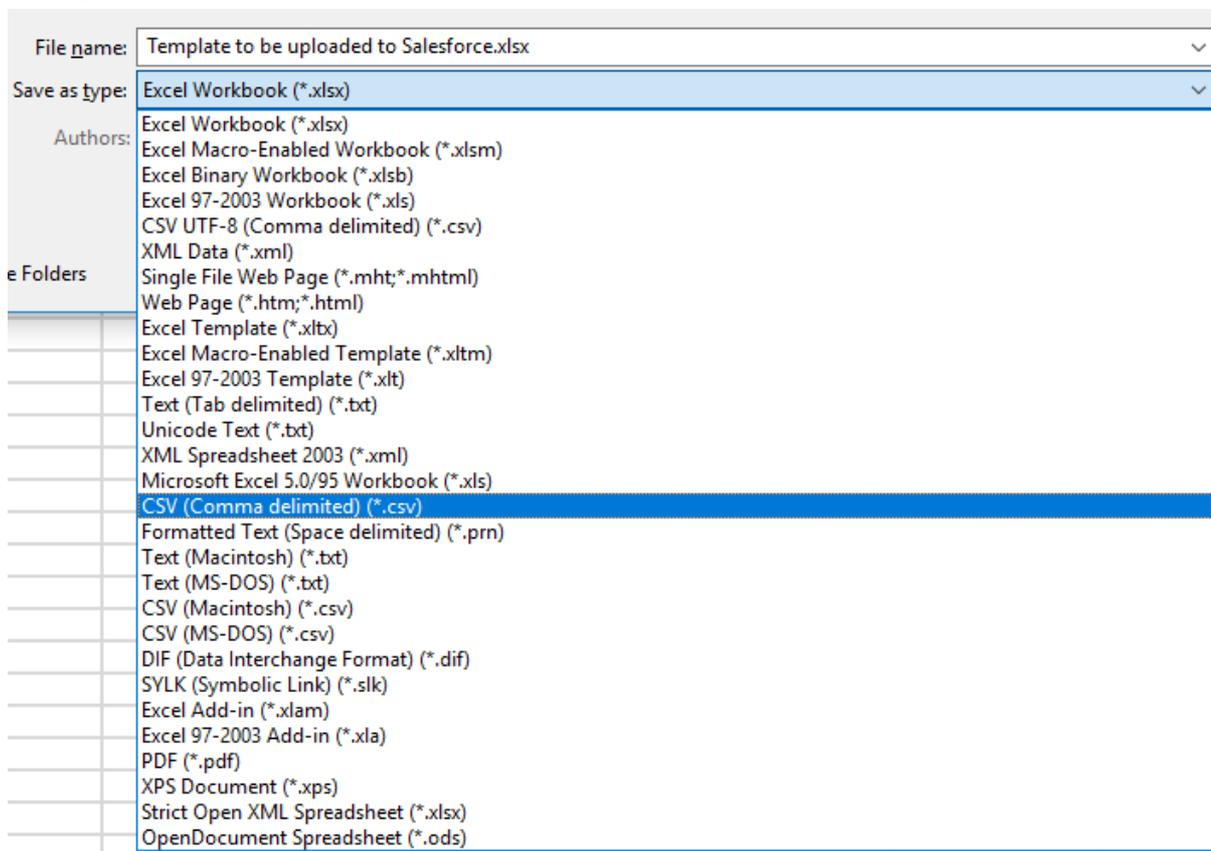
5. Login to VPSC Portal (https://vpsc.force.com/login) using the provided login details. Please contact VPSC at workforce.data@vpsc.vic.gov.au if you need assistance.

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

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.

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			15/02/2019 4:08 PM
Data Validation	100%		0	6	15/02/2019 4:09 PM

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

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

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.

Examples of error message