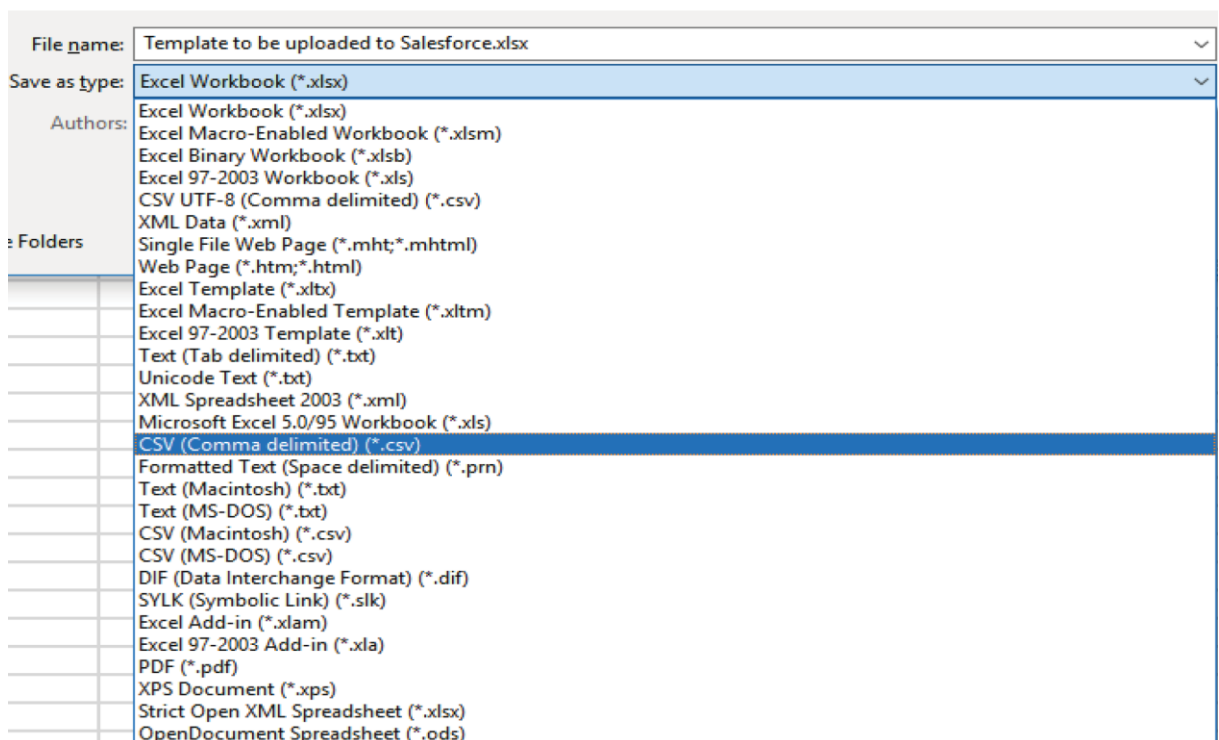


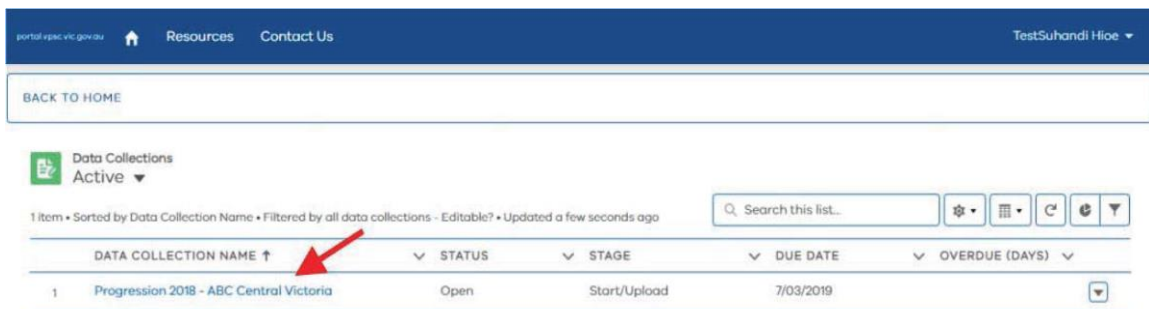
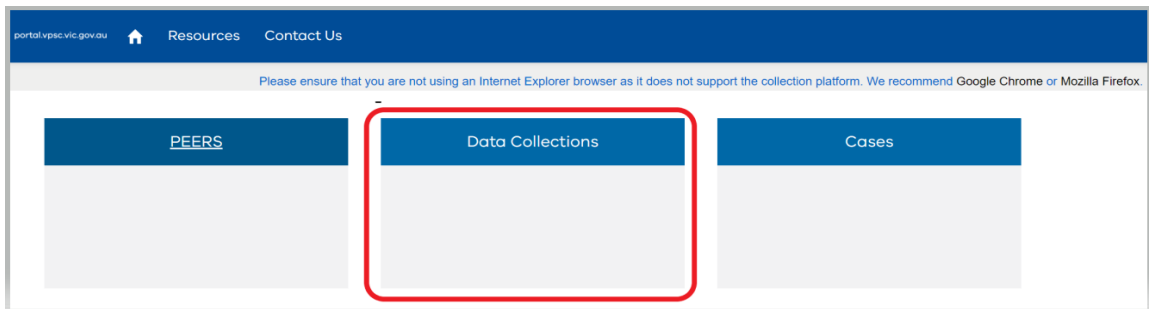
# Progression Data Collection

## Steps

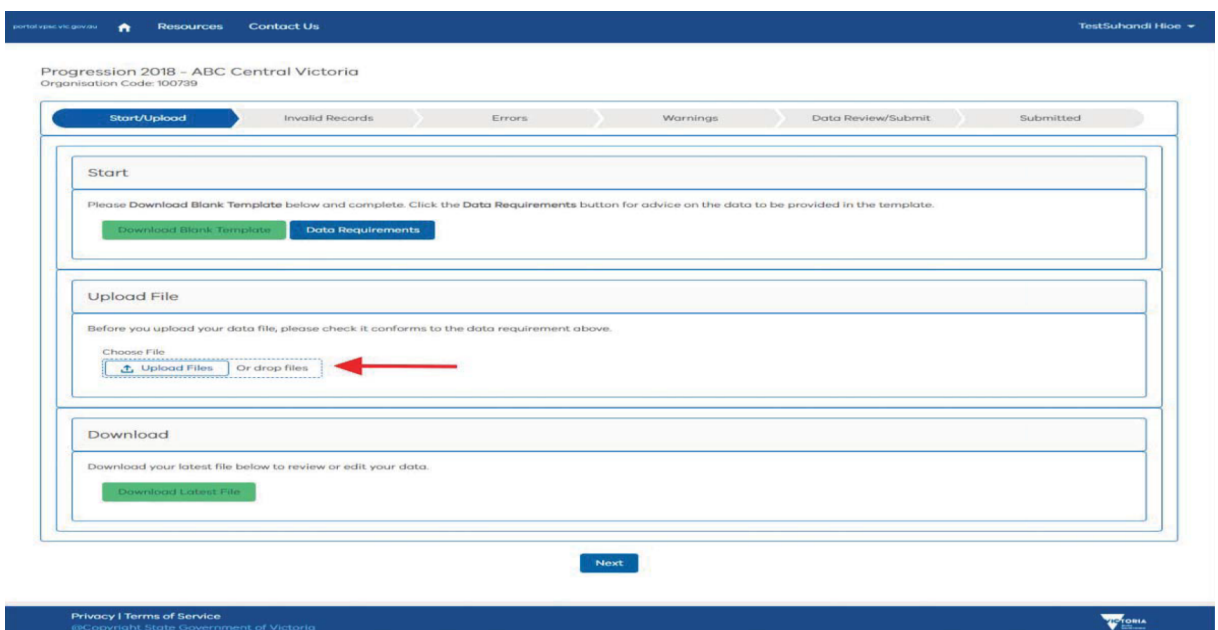
1. Download the Progression Data Collection Validation Workbook in Excel format from <https://vpssc.vic.gov.au/resources/data-collection-progression/>
2. Populate the appropriate classification rows with staff headcount number in the non-highlighted area. Refer to the Workbook Explanation section below for more details
3. The spreadsheet should help you in identifying possible errors, such as the total number of staff should be the sum of 'number of staff eligible for progression' and 'number of staff not eligible for progression'
4. Once the progression data is free from errors, copy the data from column D to L starting from row number 3 downwards, and paste as values in the Progression Data Collection Template (this can also be downloaded from the above resource page).
5. Save the file in CSV format.



6. Login to the VPSC Portal (<https://vpsc.force.com/login>) using the provided login details. Please contact VPSC at [workforce.data@vpsc.vic.gov.au](mailto:workforce.data@vpsc.vic.gov.au) if you need any assistance
7. Click Data Collections, then click the link to the Progression 20XX



8. Upload your CSV file using the Upload File function by either clicking 'Upload Files' and then pointing to the location of the CSV or dragging the file to the right side of the 'Upload Files' button. Then click Next



- Click Data Review/Submit on the navigation bar then click Run Summary Reports



- Click Submit once the button is available.

## Workbook Explanation

The workbook is divided into read only and writable area. The 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. receiving top of Grade or Value Range payment	Total number of staff progressed	Number of staff eligible for progression							
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	575 VR 1	W								0	0							
13	875 VR 2	W								0	0							
14	875 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							

## 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.

Please provide data for staff employed in the:

- VPS Grade classifications (1 to 6 and STS)
- Adaptive classification structures (as listed in clause 23.1 of the VPS Workplace Determination 2016)

**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.

## Requirements

The following information is required for each classification and value range:

- a. the total number of staff in the progression round
- b. the number of staff eligible for progression
- c. the number of staff not eligible for progression
- d. the number of eligible staff who progressed
- e. the number of eligible staff not progressed

- f. the number of eligible staff not assessed
- g. the number at the maximum salary point at each value range prior to the progression round
- h. the number at the maximum salary point at each value range after the progression round
- i. the number receiving top of Grade or Value Range payment

**In reference to the above items, please note:**

- b+c must equal a (the total number of staff)
- d+e+f must equal b (the total number of eligible staff)
- c should include staff at top of range prior to assessment who can receive top of Grade or Value Range payment
- g or h cannot be greater than a (the total number of staff)
- b+g cannot be greater than a (the total number of staff)

## 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
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 validation column will be highlighted which will provide the cause of the error.

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 = L?	L + H <= K?
		1	1	1	1	1			Column L + H cannot be greater than Column K

Examples of error messages:

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