

Property Data Survey Programme (PDSP)

Data Transfer Guidance

Introduction

This guidance provides information to responsible bodies on how to complete and submit existing building condition data to Partnerships for Schools (PfS) as part of the Property Data Survey Programme (PDSP). In order to minimise the burden on local authorities, schools and educational establishments data will be submitted based on the 2005 format as outlined in the Transfer Guidance for Condition and Suitability Data in April 2005, available at: <http://resolve.my.tribalgroupp.com/downloads/PDSP/DataTransferGuidance.pdf>.

1. The transfer of data will be in two stages; this guidance refers to stage 1. Guidance for the 2nd stage will be issued in February/March 2012.

Deadline for return of information

2. The deadline for submission of existing building condition data is **17 February 2012**.
3. Please confirm if you are able to submit your existing building condition data by emailing PDSPData@tribalgroupp.com on or before **9 February 2012**, and highlight which of the following applies:
 - a) The data for all or some of our schools and other educational establishments meets the compliance criteria set out in Appendix C and will submit the data on or before **17 February 2012**; please indicate the percentage of data considered to be compliant (i.e. secondary estate – 90% compliant; primary estate – 60% compliant etc.).
 - b) The data for our schools and other educational establishments DOES NOT meet the compliance criteria set out in Appendix C and we do not propose to submit the data.
 - c) We do not hold existing building condition data for our schools and other educational establishments.

Queries

If you have any queries about the content of the guidance or questions in relation to the submission of existing building condition data, please contact a dedicated PDSP Helpline on [0845 873 0135](tel:08458730135) or email PDSPData@tribalgroupp.com.

Submission Process – Stage 1

General Notes

The following section describes the submission process for existing building condition data for all schools and other education establishments identified in Annex 1 (separate document).

Step by step process

Please refer to the decision tree at Annex 2 (below).

- i. Determine whether you hold existing building condition data for schools and education establishments.

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- ii. Check your existing building condition data against the Compliance Criteria in Appendix C. If a proportion of your data is compliant, please submit the data for education establishments that meet the Compliance Criteria only. Please also confirm what percentage of the authority's portfolio the submitted compliant data represents.
- iii. Email PDSPData@tribalgroup.com on or before **9 February 2012** to notify PfS of your decision to either submit your existing data before the 17 February 2012. See section 4 a) above. It is possible to provide partial returns if only some of your data meets the required standards.

The data return is based on the 2005 Data Transfer Guidelines for Condition Data published by the DfE in April 2005. A copy is available from <http://resolve.my.tribalgroup.com/downloads/PDSP/DataTransferGuidance.pdf> if required. Most asset management systems have the facility to export condition data and generate the required tab delimited file based on the 2005 standard. If you are unsure how this can be achieved within your system we recommend that you contact the supplier of your asset management system, email PDSPData@tribalgroup.com or call the dedicated PDSP Helpline on [0845 873 0135](tel:0845 873 0135).

- a. If your system has been provided by Tribal (K2, Enterprise, Evolution) you can contact the support desk via the usual methods or find detailed guides on how to produce the condition extract for each system on the Tribal Support Portal.
- b. If you don't have a standard system but have existing condition data in an electronic format, please contact the PDSP Helpline on [0845 873 0135](tel:0845 873 0135) to discuss how we can assist you to produce the required file format for submission.
- iv. The file name under which the data must be submitted is as follows
 - a. AMPLLLCON_DDMMYY.TXT
 - b. LLL: Please replace with your local authority number, or replace with XXX if you are a responsible body but don't have a local authority number.
 - c. DDMMYY: Please replace with the date of submission (e.g. 170212 for 17 February 2012).
 - d. If there is a need to compress files prior to transmission please use WINZIP or PKZIP.
- v. Electronic submissions must be posted to the following email address PDSPData@tribalgroup.com. If you are unable to provide an electronic submission via email please contact [0845 873 0135](tel:0845 873 0135) to discuss alternative options. We can provide access to a secure ftp site or accept admissions via the postal route if required.

If you require further clarification or have additional questions in relation to the guidance or the submission of existing building condition data for schools or other education establishments please contact the PDSP Helpline.

Tel: [0845 8730 135](tel:0845 8730 135)

E-mail: PDSPData@tribalgroup.com

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Annex 2

Decision Tree

