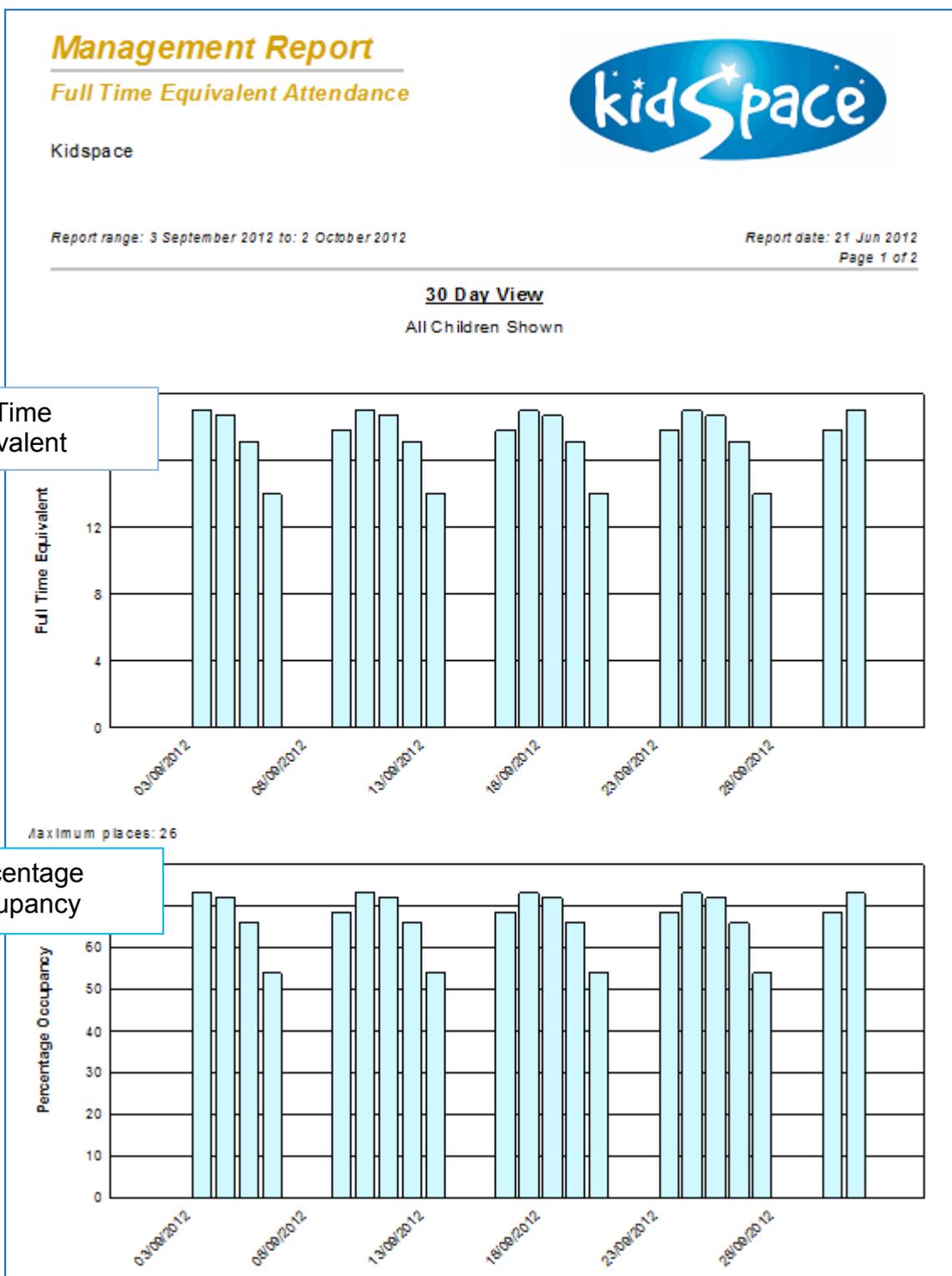


# FTE BAR CHARTS

SuperFox can produce bar charts that show the setting usage in terms of Full Time Equivalent attendance, or the percentage occupancy of your maximum places. (These are exactly the same charts but with different scales.)



The second page of the report lists the exact bar heights. This numeric data saves well for use in a spreadsheet or external package.

<i>FTE Attendance</i>			
<u>Day</u>		<u>FTE</u>	<u>% Occupancy</u>
Monday	03-Sep-2012	0.00	0.00
Tuesday	04-Sep-2012	19.00	73.08
Wednesday	05-Sep-2012	18.71	71.98
Thursday	06-Sep-2012	17.14	65.93
Friday	07-Sep-2012	14.00	53.85

### About F.T.E. and Percentage Occupancy

FTE provides a rough means of comparing the health settings in a local area as settings charging similar fees and with similar wage rates will need comparable numbers of children to break even.

SuperFox calculates FTE and Percentage Occupancy like this:

**Full Time Equivalent Attendance = Hours provided in day / Hours open in day**

Most funding bodies require you to work out your break-even costs and then the number of children who would need to attend full-time to cover that cost

**Percentage Occupancy = FTE / Maximum Registered Places**

Funding is often awarded based on the number of registered childcare places provided. Funding bodies often require that you report on the percentage occupancy of the registered places.

It is not unusual to be asked to report FTE or Percentage Occupancy to a local authority or a grant funding body. If you need to do this then it is easy in SuperFox.

To produce a FTE or Percentage Occupancy report you will need to make sure that you have first entered the setting opening hours:

***Go > Home > Setting Details > Opening Hours >***

and maximum number of available places:

***Go > Home > Setting Details > Setting Details >***

You will of course need to have entered the children's attendances too.

## Creating a FTE Bar Chart

Load the Quick Start tutorial data. Now go to the Management Reports section of the program:

**Go > Home > Management Reports > Usage Reports > FTE Bar Chart >**

The Histogram Options form will pop up and ask you to select the start date and the date range that you would like to use for your Bar Chart.

The date ranges that you can choose to plot are:

- 30 Days (Useful to show one month)
- 60 Days (Useful to show a half term)
- 20 Weeks (Useful to show a term)
- 1 Year (Useful to show annual usage trends)

Here we have chosen a 30 day bar chart starting on 3rd September 2012.

The 'Select Report Data' form will now be displayed. This enables you to optionally filter the data sent to the usage bar chart by:

- Child Group
- Class
- Session type
- Fee Paying / non-fee paying children
- Gender
- Ethnicity
- Family
- Individual child

In this example we have chosen to include only the children using Nursery Day.

If you choose to use a filter the report header will show the filter in use:

## 30 & 60 Day Reports

The purpose of these shorter time scale reports is to show variations in your service on individual days of the week.

The 60 day report looks much the same as the 30 day report, but with narrower bars. The bar heights are the same and there is one bar per day of the week.

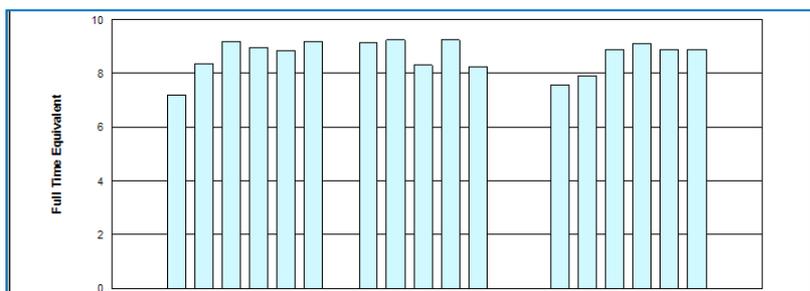
## 20 Week & Annual Reports

The purpose of these longer time scale bar charts is to spot usage trends developing. To keep a sensible number of bars displayed these reports show the bars as follows.

### 20 Weeks:

Each bar is one week.

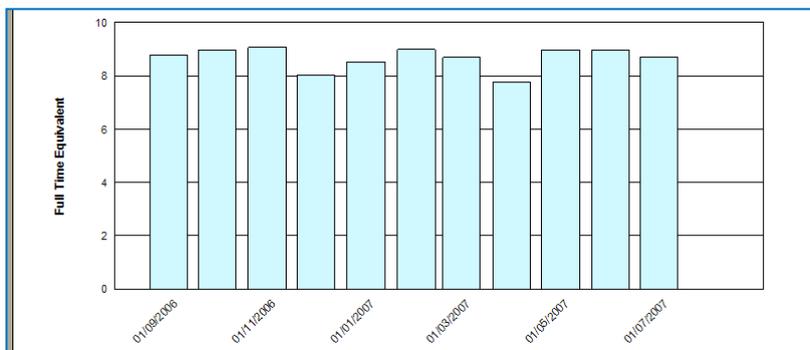
The bar height is the average daily FTE and Percentage Occupancy during that week.



### 1 Year:

Each bar is one month.

The bar height is the average daily FTE and Percentage Occupancy during that month.



Because these charts display the average daily FTE and Percentage Occupancy you can compare the bar heights directly with the shorter 60 and 30 day charts. (The average is calculated using only the days that the setting is open.)

This makes it easy to spot trends developing with the long period charts and you can then zoom in on areas of interest using the 60 and 30 day reports.

**End**