

IT License Decision Guidance

When created a new position on SAP, you will need to specify the type of IT license required as part of the Resourcing Approval process.

If the role is within Place, ASCH or Members, then a **Corporate License** is required.

If the role is within CST or Children's Service and is not based at a school, does not work solely on supporting a school, and does not work solely in a public library or museum within Derbyshire, then a **Corporate License** is required.

If the role is within CST or Children's Services and the position will work solely in a public library or museum within Derbyshire, then a **Library License** is required.

If the role is within CST or Children's Services, and the position is based at a school or working solely on supporting a school then an **Academic License** is required. (This includes virtual school staff, traded services, Health & Safety, Facilities Management, and other staff who solely work for/on behalf of Derbyshire County Schools For example: teachers, tutors, coaches, instructors, teaching assistants, administrative staff for school admissions, SEN, Finance (SAP), HR, Child protection, Careers, Educational Psychology and behavioural support staff, school caterers, early years, physical education, and sports.)