



The PPA 2026 Salary Survey

Frequently Asked Questions

What is the Survey deadline?

The PPA Salary & Benefits Survey is for data as of 1st August, and completed inputs should be returned directly to Alan Jones & Associates by Friday 28th August.

What is the purpose of the Salary Survey?

A salary survey provides the participants with a snapshot of the market data remuneration for the selected sector/area/specialism. The information collected from individual organisations is analysed to create an objective and anonymised market report allowing participants to see how they compare against the market, helping them make informed decisions about pay, recruitment and retention.

Who should complete the survey?

The survey should be completed by someone with access to your organisation's remuneration data, such as an HR professional, or another authorised representative.

Which organisations can participate?

The survey is open to PPA publisher members only and is free.

What information do I need to provide?

You'll be asked to provide remuneration data for selected roles, including:

- Basic salary
- Bonus information
- Number of hours worked per week
- Location
- Car/travel allowance
- Company details – turnover, average percentage increase, number of employees, review dates

How do we submit our data?

Please complete the Excel questionnaire and return it to us by email. If it's easier, you can export your data directly from your HR or payroll system into our Data Download Template, which is included within the Excel workbook. We recommend that you password-protect the

completed file before sending it. Please email the file to clients@alan-jones.co.uk and send the password separately to help keep your data secure during transmission.

How is my data kept confidential?

All data is treated as strictly confidential. Results are aggregated and reported anonymously, ensuring no participating organisation or employee can be identified. Individual company data is never shared.

How are the survey results calculated?

Salary data from participating organisations matched to the benchmark jobs is aggregated and the results, for all jobs with sufficient matches, will feed back:

- Median salary
- Lower and upper quartiles
- Lower and upper percentiles
- Average salary

These ranges provide an objective and validated picture of current remuneration across the sector.

What if we don't have every role included in the survey?

Please only provide data for the roles you can match, and you should provide information for all the jobs that you can match. All participants will be able to access the full survey output.

What if our job titles don't exactly match the survey job descriptions?

The job titles shown are a guide only. Job roles have different titles in different companies. Job matching should be based on the level of responsibility, key duties, and the job description, not job title.

What if I have questions while completing the survey?

Please contact the survey team if you need assistance with role matching, definitions, or completing the questionnaire. Telephone number 01600 716916 or email clients@alan-jones.co.uk

Can I update my submission after it's been sent?

If you identify an error before the survey closes, please contact the survey team.

Will you contact us after we submit our data?

We will confirm receipt of your data. Once submissions have been reviewed, we validate and process the data to ensure the survey results are as accurate and consistent as possible. If we identify anything that requires clarification (such as a role that may have been matched incorrectly, or salary information that appears significantly higher or lower than expected) we may contact you to confirm the details. This helps ensure the integrity and reliability of the final benchmarking report.

When will the results be available?

The benchmarking report will be available in October after the survey has closed and all submitted data has been validated and analysed.

Why should my organisation participate?

By contributing your data, you'll receive valuable insights into how your remuneration compares with others in your industry, helping you:

- Attract and retain talent
- Review salary competitiveness
- Support remuneration planning
- Make evidence-based pay decisions

Who can access the online platform?

The Main Contact/User is the person that is identified on the Company Details page at the front of your questionnaire. This does not have to be the person completing the questionnaire, but it should be the primary point of contact for your company. This contact will be provided with a username and password to be able to access the survey results. If more than one person in your organisation wants to access the survey results, the main contact will need to inform us and authorise this additional user. We strongly recommend that you have no more than three.

We may periodically contact you to confirm that your user details are up to date. If there are any personnel changes within your organisation, such as one of the registered users leaving the company, please let us know as soon as possible. This allows us to update your records and remove access where necessary, helping to keep your account secure.

How long will it take to complete the questionnaire?

The time needed to complete the questionnaire will vary from company to company. It will depend on several factors, including the experience of the person completing it, how easily they can match their roles to the Alan Jones job descriptions and levels, and how straightforward it is to extract the required information from their own HR systems. For this reason, we recommend that the questionnaire is completed by someone who is familiar with your organisation's roles and HR data.

How do I take part in the Benefits Questionnaire?

The Benefits Questionnaire is completed online. Once we have received your completed Salary Questionnaire, we will send your company a link to access and complete the Benefits Questionnaire.

If another colleague is responsible for your organisation's benefits data, you are welcome to forward the link to them so they can complete the questionnaire on your company's behalf. Benefits data is updated annually.

We recognise that many organisations do not make significant changes to their benefits package every year, so once you have completed the questionnaire, your responses will be saved in the system. In future years, you can simply review and update your information where necessary or let us know if there have been no changes. If we introduce any new questions, we will let you know so that these can be completed.

If you choose not to submit benefits data, you will not receive the Benefits Survey results.