



Department
for Education

Children's social work workforce census 2021 to 2022

COLLECT report specifications

August 2022

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Version history

Version	Comments	Date
1.0	Baseline version.	August 2022

Related documents

Children's social work workforce census, year ending 30 September 2022: guide

Children's social work workforce 2021 to 2022: Business and technical specification

Children's social work workforce 2021 to 2022: Validation rules

1. General notes for users of the children's social work workforce COLLECT reports

1. The COLLECT (collections online for learning, education, children and teachers) reports show local authorities information on the validation rule queries, errors and notes associated with their 2021 to 2022 CSWW census return. They also provide each local authority with a summary of their headline statistics, which the Department for Education (DfE) will publish in February 2023.
2. Reports can be run from the 'launch reports' option within the CSWW (children's social work workforce) COLLECT blade.
3. The reports will be available to the Collector (DfE) and local authority contacts with COLLECT access. The DfE can access the reports for each local authority. Each local authority has access only to their own reports.
4. The reports show the current position.
5. All reports are exportable in the following formats: xml, csv, tiff, pdf, web archive and MS Excel.
6. The 2021 to 2022 CSWW census collects data for the period 1 October 2021 to 30 September 2022.
7. The count date is 30 September 2022.
8. Symbols used in the Data summary report specification:
 - = 'equal to'
 - >= 'greater than or equal to'
 - <= 'less than or equal to'
 - < 'less than'.

2. Error counts report

2.1 Report description

This report provides local authorities with a count of their validation rule errors and queries.

2.2 Report criteria

Section	Criteria
Rows	The rows in the report show the validation errors and queries ordered by the number of occurrences (highest to lowest).
Columns	'Occurrences' – number of times the error/query occurs 'Validation Rule Number' – the validation rule number, as listed in the validation rules 'Error Message' – the error message, as specified in the validation rules

3. Errors report

3.1 Report description

This report shows all the individual validation rule errors and queries for a local authority.

3.2 Report criteria

Section	Criteria
Rows	Each occurrence of a validation error or query is added as a row to the report. Errors are listed in order of validation rule number (lowest to highest).
Columns	'LA Number' – the local authority number 'SWE registration number' – the SWE (Social Work England) registration number of the individual social worker 'Validation Rule Number' – the validation rule number, as listed in the validation rules 'Error Message' – the error message, as specified in the validation rules 'Data Item Name' – the name of the specific data item that the error/query relates to 'Data Item Value' – the value of the data item that the error/query relates to

4. Notes report

4.1 Report description

This report shows a local authority the notes that they have added to their census return.

4.2 Report criteria

Section	Criteria
Rows	A record is added for each note.
Columns	'Note Level' – level of note, ie return or error User – the author of the note 'Organisation Name' – the name of the local authority/organisation that made the note 'Native ID' – local authority number 'Date & Time Note Created' 'Field Name' – the data collection field/item the error or query relates to 'Error No.' – the error/query number, as listed in the validation rules 'Notes' – the notes which have been recorded

5. Data summary report

5.1 Report description

The data summary report shows local authorities their full-time equivalent (FTE) and headcount data for headline measures.

Local authorities are **strongly encouraged to review the Data summary report** before submitting their return, as it summarises the headline statistics that DfE will publish in February 2023. We may be unable to amend any errors that are not identified by our automated and manual validation checks prior to publication.

5.2 Age and time in service calculations

To calculate age and time in service in years, dates are first converted to CCYYMMDD format.

Then:

- Time in service = (Count date – start date) / 10000
- Time in service for leavers = (Leaving date – start date) / 10000
- Age = (Count date – date of birth) / 10000

where Count date is 30 September 2022.

5.3 Report criteria

5.3.1 Number of social workers at 30 September

Output	Selection criteria: FTE	Selection criteria: Headcount
Number of social workers in post at 30 September	Sum of individual FTE of social workers in post at 30 September where RoleStartDate <= count date or RoleStartDate is NULL and RoleEndDate >= count date or RoleEndDate is NULL and Agency Worker = 0.	Headcount of individual records based on SWE registration number where RoleStartDate <= count date or RoleStartDate is NULL and RoleEndDate >= count date or RoleEndDate is NULL and Agency Worker = 0.

Output	Selection criteria: FTE	Selection criteria: Headcount
Number of social workers with gender: <ul style="list-style-type: none"> • Male • Female 	Sum of FTE social workers in post at 30 September where <ul style="list-style-type: none"> • Gender = 1 for Male • Gender = 2 for Female 	Headcount of social workers in post at 30 September where <ul style="list-style-type: none"> • Gender = 1 for Male • Gender = 2 for Female
Number of social workers with role within organisation: <ul style="list-style-type: none"> • Senior manager • Middle manager • First line manager • Senior practitioner • Case holder • Qualified without case 	Sum of FTE social workers in post at 30 September where <ul style="list-style-type: none"> • OrgRole = 1 for senior manager • OrgRole = 2 for middle manager • OrgRole = 3 for first line manager • OrgRole = 4 for senior practitioner • OrgRole = 5 for case holder • OrgRole = 6 for qualified without case 	Headcount of social workers in post at 30 September where <ul style="list-style-type: none"> • OrgRole = 1 for senior manager • OrgRole = 2 for middle manager • OrgRole = 3 for first line manager • OrgRole = 4 for senior practitioner • OrgRole = 5 for case holder • OrgRole = 6 for qualified without case
Number of social workers with age (years): <ul style="list-style-type: none"> • 20 to 29 • 30 to 39 • 40 to 49 • 50 to 59 • 60 and over 	Sum of FTE social workers in post at 30 September where <ul style="list-style-type: none"> • 20<= 'Age' <=29 • 30<= 'Age' <=39 • 40<= 'Age' <=49 • 50<= 'Age' <=59 • 'Age' >=60 	Headcount of social workers in post at 30 September where <ul style="list-style-type: none"> • 20<= 'Age' <=29 • 30<= 'Age' <=39 • 40<= 'Age' <=49 • 50<= 'Age' <=59 • 'Age' >=60
Number of social workers with time in service: <ul style="list-style-type: none"> • Less than 2 years • 2 to less than 5 years • 5 to less than 10 years • 10 to less than 20 years • 20 to less than 30 years • 30 years or more 	Sum of FTE social workers in post at 30 September where <ul style="list-style-type: none"> • 'Time in service' <2 • 2<= 'Time in service' <5 • 5<= 'Time in service' <10 • 10<= 'Time in service' <20 • 20<= 'Time in service' <30 • 'Time in service' >=30 	Headcount of social workers in post at 30 September <ul style="list-style-type: none"> • 'Time in service' <2 • 2<= 'Time in service' <5 • 5<= 'Time in service' <10 • 10<= 'Time in service' <20 • 20<= 'Time in service' <30 • 'Time in service' >=30

5.3.2 Starters during the collection year

Output	Selection criteria: FTE	Selection criteria: Headcount
Number of social worker starters during the collection year	Sum of FTE social workers Where Agency Worker = 0 and RoleStartDate is between 2021/10/01 and 2022/09/30 (ccyy/mm/dd)	Headcount of social workers Where Agency Worker = 0 and RoleStartDate is between 2021/10/01 and 2022/09/30 (ccyy/mm/dd)
Number of starters with age (years): <ul style="list-style-type: none"> • 20 to 29 • 30 to 39 • 40 to 49 • 50 to 59 • 60 and over 	Sum of FTE social workers starting in collection year where <ul style="list-style-type: none"> • 20<= 'Age' <=29 • 30<= 'Age' <=39 • 40<= 'Age' <=49 • 50<= 'Age' <=59 • 'Age' >=60 	Headcount of social workers starting in collection year where <ul style="list-style-type: none"> • 20<= 'Age' <=29 • 30<= 'Age' <=39 • 40<= 'Age' <=49 • 50<= 'Age' <=59 • 'Age'>=60

5.3.3 Leavers during the collection year

Output	Selection criteria: FTE	Selection criteria: Headcount
Number of leavers during the collection year	Sum of FTE30 social workers Where AgencyWorker = 0 and RoleEndDate is between 2021/10/01 and 2022/09/30 (ccyy/mm/dd)	Headcount of social workers Where AgencyWorker = 0 and RoleEndDate is between 2021/10/01 and 2022/09/30 (ccyy/mm/dd)
Turnover rate	100 * (Sum of FTE30 of social workers leaving in year) / (Sum of FTE social workers in post at 30 September)	100 *(Headcount of social workers leaving in year) / (Headcount of social workers in post at 30 September)

Output	Selection criteria: FTE	Selection criteria: Headcount
Number of leavers with age (years): <ul style="list-style-type: none"> • 20 to 29 • 30 to 39 • 40 to 49 • 50 to 59 • 60 and over 	Sum of FTE30 of social workers leaving in collection year where <ul style="list-style-type: none"> • 20<= 'Age' <=29 • 30<= 'Age' <=39 • 40<= 'Age' <=49 • 50<= 'Age' <=59 • 'Age' >=60 	Headcount of social workers leaving in collection year where <ul style="list-style-type: none"> • 20<= 'Age' <=29 • 30<= 'Age' <=39 • 40<= 'Age' <=49 • 50<= 'Age' <=59 • 'Age' >=60
Number of leavers with time in service: <ul style="list-style-type: none"> • Less than 2 years • 2 to less than 5 years • 5 to less than 10 years • 10 to less than 20 years • 20 to less than 30 years • 30 years or more 	Sum of FTE30 of social workers leaving in collection year where <ul style="list-style-type: none"> • 'Time in service' <2 • 2<= 'Time in service' <5 • 5<= 'Time in service' <10 • 10<= 'Time in service' <20 • 20<= 'Time in service' <30 • 'Time in service' >=30 	Headcount of social workers leaving in collection year where <ul style="list-style-type: none"> • 'Time in service' <2 • 2<= 'Time in service' <5 • 5<= 'Time in service' <10 • 10<= 'Time in service' <20 • 20<= 'Time in service' <30 • 'Time in service' >=30

5.3.4 Agency workers at 30 September

Output	Selection criteria: FTE	Selection criteria: Headcount
Number of agency social workers at 30 September	Sum of FTE where AgencyWorker = 1 and leaving date is NULL or the count date	Headcount of social workers at where AgencyWorker = 1 and leaving date is NULL or the count date
Agency rate	$100 * (\text{Sum of FTE for agency workers in post at 30 September}) / ((\text{Sum of FTE of agency workers at 30 September}) + (\text{Sum of FTE social workers in post at 30 September}))$	$100 * (\text{Headcount of agency workers at 30 September}) / ((\text{Headcount of agency workers at 30 September}) + (\text{Headcount of social workers in post at 30 September}))$

5.3.5 Cases

Output	Selection criteria: FTE	Selection criteria: Headcount
Number of Cases held at count date	Not applicable	Sum of number of cases held by each individual social worker (both agency and non-agency) at the count date
Number of caseholders	Sum of FTE for each individual social worker Where number of cases held is greater than or equal to 1 Cases30 >= 1	Not applicable
Caseload	Sum of number of cases held by social workers at 30 September (both agency and non-agency)) / (Sum of FTE for each caseholder)	Not applicable

5.3.6 Sickness absence (FTE only)

Output	Selection criteria: FTE	Selection criteria: Headcount
Number of days missed due to sickness absence in collection year	Sum of 'number of days missed due to sickness absence'	Not applicable
Number of days missed due to sickness absence in collection year (excluding leavers)	Sum of 'number of days missed due to sickness absence' Where RoleEndDate is NULL or collection date.	Not applicable
Absence rate (excluding leavers)	(Sum of number of days missed due to sickness absence (excluding leavers)) / 253 * (Sum of FTE of social workers at count date)	Not applicable

5.3.7 Number of vacancies (FTE only)

Output	Selection criteria: FTE	Selection criteria: Headcount
Number of vacancies	Sum of number of vacancies at 30 September	Not applicable
Vacancy rate	(Sum of number of vacancies at 30 September) / (Sum of number of vacancies at 30 September + Sum of FTE social workers in post at 30 September)	Not applicable

6. Quality check report

6.1 Report description

This report is intended to help local authorities identify potential issues with the continuity and quality of their data. The report shows a count of the number of errors for each check.

6.2 Example of quality report layout

For a requested local authority:

2021-22 Children’s social work workforce quality report for [LA NAME]

Check number	Check	Number of errors
1	Social worker was in post at the previous count date but is not in post this year: all children and family social workers in post at the count date last year (30 September 2021), with the exception of those who left on 30 September 2021, should be included in this year's collection.	
2	Social worker's date of birth has changed since last year: SWE registration numbers are unique for each children and family social worker, therefore the date of birth recorded against each SWE registration number this year should be the same as that recorded in last year's collection.	
3	Social worker in post last year and has a different start date recorded this year: children and family social workers who were in post at the count date last year (30 September 2021) and still in post this year should have the same role start date.	
4	Social worker in post before the beginning of the collection year, but is not included in last year's return: all children and family social workers included in current year that were in post (based on their role start date) before the beginning of the collection year (01 October 2021), should have been included in last year's collection. We are aware that this may not always be the case, due to delays in data entry to management information systems. Please provide details when this situation arises.	
5	SWE registration number not present: a SWE registration number should be present for all children and family social workers.	
6	SWE registration number format is incorrect: the SWE registration number format should be the letters SW (in uppercase) followed by numbers.	
7	Leaving date is before start date: the leaving date of children and family social workers should not be earlier than their start date.	
8	FTE30 should be 0 for starters: FTE30 (Full time equivalent at 30 September 2021) should be 0 (zero) for children and family social workers that started within the year, as they were not in post on 30 September 2021.	
9	FTE should be 0 for leavers: FTE (Full time equivalent at 30 September 2022) should be 0 (zero) for children and family social workers that left within the year, as they were no longer in post on 30 September 2022.	



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