



Department  
for Education

# **Children's social work workforce census 2023 to 2024**

**COLLECT report specifications**

**March 2024**

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## Version history

Version	Comments	Date
1.0	Baseline version. Changes from 2023: <ul style="list-style-type: none"><li>• Change references from 'Gender' to 'Sex'</li></ul>	March 2024

## Related documents

Children's social work workforce census, year ending 30 September 2024: guide

Children's social work workforce 2023 to 2024: Business and technical specification

Children's social work workforce 2023 to 2024: 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 2023 to 2024 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 2025.
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 2023 to 2024 CSWW census collects data for the period 1 October 2023 to 30 September 2024.
7. The DataCollectionEndDate is 30 September 2024.
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 'Full User Name' – username of user who added note 'Organisation' – 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 2025. 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:

- $\text{Time in service} = (\text{DataCollectionEndDate} - \text{RoleStartDate}) / 10000$
- $\text{Time in service for leavers} = (\text{RoleEndDate} - \text{RoleStartDate}) / 10000$
- $\text{Age} = (\text{DataCollectionEndDate} - \text{date of birth}) / 10000$

where DataCollectionEndDate is 30 September 2024.



## 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 <= DataCollectionEndDate or RoleStartDate is NULL  and  RoleEndDate > DataCollectionEndDate or RoleEndDate is NULL  and  Agency Worker = 0.	Headcount of individual records based on SWE registration number where  RoleStartDate <= DataCollectionEndDate or RoleStartDate is NULL  and  RoleEndDate > DataCollectionEndDate or RoleEndDate is NULL  and  Agency Worker = 0.
Number of social workers by sex: <ul style="list-style-type: none"> <li>• Male</li> <li>• Female</li> </ul>	Sum of FTE social workers in post at 30 September where <ul style="list-style-type: none"> <li>• Sex = 'M' for Male</li> <li>• Sex = 'F' for Female</li> </ul>	Headcount of social workers in post at 30 September where <ul style="list-style-type: none"> <li>• Sex = 'M' for Male</li> <li>• Sex = 'F' for Female</li> </ul>
Number of social workers by role within organisation: <ul style="list-style-type: none"> <li>• Senior manager</li> <li>• Middle manager</li> <li>• First line manager</li> <li>• Senior practitioner</li> <li>• Case holder</li> <li>• Qualified without case</li> </ul>	Sum of FTE social workers in post at 30 September where <ul style="list-style-type: none"> <li>• OrgRole = 1 for senior manager</li> <li>• OrgRole = 2 for middle manager</li> <li>• OrgRole = 3 for first line manager</li> <li>• OrgRole = 4 for senior practitioner</li> <li>• OrgRole = 5 for case holder</li> <li>• OrgRole = 6 for qualified without case</li> </ul>	Headcount of social workers in post at 30 September where <ul style="list-style-type: none"> <li>• OrgRole = 1 for senior manager</li> <li>• OrgRole = 2 for middle manager</li> <li>• OrgRole = 3 for first line manager</li> <li>• OrgRole = 4 for senior practitioner</li> <li>• OrgRole = 5 for case holder</li> <li>• OrgRole = 6 for qualified without case</li> </ul>

Output	Selection criteria: FTE	Selection criteria: Headcount
Number of social workers by age (years): <ul style="list-style-type: none"> <li>• Under 20</li> <li>• 20 to 29</li> <li>• 30 to 39</li> <li>• 40 to 49</li> <li>• 50 to 59</li> <li>• 60 and over</li> </ul>	Sum of FTE social workers in post at 30 September where <ul style="list-style-type: none"> <li>• 18&lt;= 'Age' &lt;=19</li> <li>• 20&lt;= 'Age' &lt;=29</li> <li>• 30&lt;= 'Age' &lt;=39</li> <li>• 40&lt;= 'Age' &lt;=49</li> <li>• 50&lt;= 'Age' &lt;=59</li> <li>• 'Age' &gt;=60</li> </ul>	Headcount of social workers in post at 30 September where <ul style="list-style-type: none"> <li>• 18&lt;= 'Age' &lt;=19</li> <li>• 20&lt;= 'Age' &lt;=29</li> <li>• 30&lt;= 'Age' &lt;=39</li> <li>• 40&lt;= 'Age' &lt;=49</li> <li>• 50&lt;= 'Age' &lt;=59</li> <li>• 'Age' &gt;=60</li> </ul>
Number of social workers by time in service: <ul style="list-style-type: none"> <li>• Less than 2 years</li> <li>• 2 to less than 5 years</li> <li>• 5 to less than 10 years</li> <li>• 10 to less than 20 years</li> <li>• 20 to less than 30 years</li> <li>• 30 years or more</li> </ul>	Sum of FTE social workers in post at 30 September where <ul style="list-style-type: none"> <li>• 'Time in service' &lt;2</li> <li>• 2&lt;= 'Time in service' &lt;5</li> <li>• 5&lt;= 'Time in service' &lt;10</li> <li>• 10&lt;= 'Time in service' &lt;20</li> <li>• 20&lt;= 'Time in service' &lt;30</li> <li>• 'Time in service' &gt;=30</li> </ul>	Headcount of social workers in post at 30 September <ul style="list-style-type: none"> <li>• 'Time in service' &lt;2</li> <li>• 2&lt;= 'Time in service' &lt;5</li> <li>• 5&lt;= 'Time in service' &lt;10</li> <li>• 10&lt;= 'Time in service' &lt;20</li> <li>• 20&lt;= 'Time in service' &lt;30</li> <li>• 'Time in service' &gt;=30</li> </ul>

### 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 2023/10/01 and DataCollectionEndDate	Headcount of social workers  Where  Agency Worker = 0 and RoleStartDate is between 2023/10/01 and DataCollectionEndDate
Number of starters by age (years): <ul style="list-style-type: none"> <li>• Under 20</li> <li>• 20 to 29</li> <li>• 30 to 39</li> <li>• 40 to 49</li> <li>• 50 to 59</li> <li>• 60 and over</li> </ul>	Sum of FTE social workers starting in collection year where <ul style="list-style-type: none"> <li>• 18&lt;= 'Age' &lt;=19</li> <li>• 20&lt;= 'Age' &lt;=29</li> <li>• 30&lt;= 'Age' &lt;=39</li> <li>• 40&lt;= 'Age' &lt;=49</li> <li>• 50&lt;= 'Age' &lt;=59</li> <li>• 'Age' &gt;=60</li> </ul>	Headcount of social workers starting in collection year where <ul style="list-style-type: none"> <li>• 18&lt;= 'Age' &lt;=19</li> <li>• 20&lt;= 'Age' &lt;=29</li> <li>• 30&lt;= 'Age' &lt;=39</li> <li>• 40&lt;= 'Age' &lt;=49</li> <li>• 50&lt;= 'Age' &lt;=59</li> <li>• 'Age' &gt;=60</li> </ul>

### 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 2023/10/01 and DataCollectionEndDate	Headcount of social workers  Where  AgencyWorker = 0 and RoleEndDate is between 2023/10/01 and DataCollectionEndDate
Turnover rate	$100 * (\text{Sum of FTE30 of social workers leaving in year}) / (\text{Sum of FTE social workers in post at 30 September})$	$100 * (\text{Headcount of social workers leaving in year}) / (\text{Headcount of social workers in post at 30 September})$
Number of leavers by age (years):  <ul style="list-style-type: none"> <li>• Under 20</li> <li>• 20 to 29</li> <li>• 30 to 39</li> <li>• 40 to 49</li> <li>• 50 to 59</li> <li>• 60 and over</li> </ul>	Sum of FTE30 of social workers leaving in collection year where  <ul style="list-style-type: none"> <li>• <math>18 \leq \text{'Age'} \leq 19</math></li> <li>• <math>20 \leq \text{'Age'} \leq 29</math></li> <li>• <math>30 \leq \text{'Age'} \leq 39</math></li> <li>• <math>40 \leq \text{'Age'} \leq 49</math></li> <li>• <math>50 \leq \text{'Age'} \leq 59</math></li> <li>• <math>\text{'Age'} \geq 60</math></li> </ul>	Headcount of social workers leaving in collection year where  <ul style="list-style-type: none"> <li>• <math>18 \leq \text{'Age'} \leq 19</math></li> <li>• <math>20 \leq \text{'Age'} \leq 29</math></li> <li>• <math>30 \leq \text{'Age'} \leq 39</math></li> <li>• <math>40 \leq \text{'Age'} \leq 49</math></li> <li>• <math>50 \leq \text{'Age'} \leq 59</math></li> <li>• <math>\text{'Age'} \geq 60</math></li> </ul>
Number of leavers by time in service:  <ul style="list-style-type: none"> <li>• Less than 2 years</li> <li>• 2 to less than 5 years</li> <li>• 5 to less than 10 years</li> <li>• 10 to less than 20 years</li> <li>• 20 to less than 30 years</li> <li>• 30 years or more</li> </ul>	Sum of FTE30 of social workers leaving in collection year where  <ul style="list-style-type: none"> <li>• <math>\text{'Time in service'} &lt; 2</math></li> <li>• <math>2 \leq \text{'Time in service'} &lt; 5</math></li> <li>• <math>5 \leq \text{'Time in service'} &lt; 10</math></li> <li>• <math>10 \leq \text{'Time in service'} &lt; 20</math></li> <li>• <math>20 \leq \text{'Time in service'} &lt; 30</math></li> <li>• <math>\text{'Time in service'} \geq 30</math></li> </ul>	Headcount of social workers leaving in collection year where  <ul style="list-style-type: none"> <li>• <math>\text{'Time in service'} &lt; 2</math></li> <li>• <math>2 \leq \text{'Time in service'} &lt; 5</math></li> <li>• <math>5 \leq \text{'Time in service'} &lt; 10</math></li> <li>• <math>10 \leq \text{'Time in service'} &lt; 20</math></li> <li>• <math>20 \leq \text{'Time in service'} &lt; 30</math></li> <li>• <math>\text{'Time in service'} \geq 30</math></li> </ul>

### 5.3.4 Agency workers at 30 September

Output	Selection criteria: FTE	Selection criteria: Headcount
Number of agency social workers in post at 30 September	Sum of FTE where AgencyWorker = 1 and  RoleEndDate > DataCollectionEndDate or RoleEndDate is NULL	Headcount of social workers at where AgencyWorker = 1 and  RoleEndDate > DataCollectionEndDate or RoleEndDate is NULL
Agency rate	100 * (Sum of FTE for agency workers in post at 30 September) / ((Sum of FTE of agency workers at 30 September) + (Sum of FTE social workers in post at 30 September))	100 * (Headcount of agency workers at 30 September) / ((Headcount of agency workers at 30 September) + (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	<p>Sum of cases held by social workers (including agency workers) in post at 30 September, where</p> <p>Number of cases is greater than or equal to 1</p> <p>and</p> <p>FTE is greater than 0</p> <p>i.e. <math>Cases_{30} \geq 1</math> and <math>FTE &gt; 0</math></p>	Not applicable
Number of caseholders	<p>Sum of FTE for social workers (including agency workers) in post at 30 September</p> <p>Where number of cases held is greater than or equal to 1</p> <p>and</p> <p>FTE is greater than zero</p> <p>i.e. <math>Cases_{30} \geq 1</math> and <math>FTE &gt; 0</math></p>	Not applicable
Caseload	Sum of number of cases held at Count Date (both agency and non-agency) / (Number of caseholders)	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

<b>Output</b>	<b>Selection criteria: FTE</b>	<b>Selection criteria: Headcount</b>
Number of days missed due to sickness absence in collection year for social workers in post at 30 September	Sum of 'number of days missed due to sickness absence' for social workers in post at 30 September	Not applicable
Absence rate (excluding leavers)	<p>(Sum of number of days missed due to sickness absence for social workers in post at 30 September) / 253 * (Sum of FTE of social workers at count date)</p> <p>Note: The absence rate calculation is based on 253 working days in a standard year. For leap years the calculation is based on 254 working days.</p>	Not applicable

### 5.3.7 Number of vacancies (FTE only)

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

## 6. Continuity 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 records identified for each check.

### 6.2 Example of continuity report layout

For a requested local authority:

2023-24 Children's social work workforce quality report for [LA NAME]

Check number	Check	Number of records	Logic
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 2023), with the exception of those who left on 30 September 2023, should be included in this year's collection.		Count of: SWENo in Previous database WHERE RoleStartDate <= PreviousDataCollectionEndDate OR RoleStartDate is NULL AND RoleEndDate > PreviousDataCollectionEndDate or RoleEndDate is NULL AND AgencyWorker = 0 AND SWENo does not exist in the current data collection database

2	<p>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.</p>		<p>Count of: SWENo in the current database that also exists in the previous data collection database WHERE DOB in current database does not equal DOB in Previous database</p>
3	<p>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 2023) and are included in this year's collection should have the same role start date.</p>		<p>Count of: SWENo in previous database WHERE Previous RoleStartDate &lt;= PreviousDataCollectionEndDate OR Previous RoleStartDate is NULL AND Previous RoleEndDate &gt; PreviousDataCollectionEndDate or Previous RoleEndDate is NULL AND Current AgencyWorker = 0 AND Previous AgencyWorker=0 AND RoleStartDate in the current database does not equal RoleStartDate in the previous database</p>
4	<p>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 2023), 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.</p>		<p>Count of: SWENo in Current database WHERE RoleStartDate &lt; DataCollectionStartDate AND AgencyWorker = 0 AND SWENo does not exist in the previous data collection database</p>



## 7. Continuity Report Staff Details report

### 7.1. Report description

This report lists the details from the current return for those workers identified as failing in the Continuity report

### 7.2. Example report layout

	Data from current collection		Failed QC 1	Failed QC 1	Failed QC 3	Failed QC 4	Data from previous collection (if differ)	
SWENo	Person Birth Date	Role Start Date	Social worker was included in previous collection but not included in this collection	Different Person Birth Date between current and previous collection	Different Role Start Date between current and previous collection	Social worker in this collection but not included in previous collection	Person Birth Date	Role Start Date
SWXXXXX	CCYY-MM-DD	CCYY-MM-DD		Y	Y	Y	CCYY-MM-DD	CCYY-MM-DD
SWXXXXX			Y				CCYY-MM-DD	CCYY-MM-DD



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