Children's social work workforce census 2023 to 2024

COLLECT report specifications July 2024

Contents

Version history

Version	Comments	Date
1.0	Baseline version. Changes from 2023: • Change references from 'Gender' to 'Sex'	March 2024
1.1	• Changes to some calculations in the Summary Report to match published statistics and addition of previous year and percentage change columns • Addition of Duplicate report	July 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 DataCollectionStartDate is 1 October 2023 (start of data collection reference period)

8. The DataCollectionEndDate is 30 September 2024 (end of data collection reference period).

9. 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 ('as loaded' to reflect data in COLLECT and 'as published' using the [statistical release](#) methodology), as well as previous year's data and the percentage change.

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, the differences between two specified dates are calculated as follows:

- Time in service – difference between RoleStartDate and DataCollectionEndDate
- Time in service for leavers – difference between RoleStartDate and RoleEndDate
- Age – difference between PersonBirthDate and DataCollectionEndDate

where DataCollectionEndDate is 30 September 2024.

5.3 Report criteria

The below sections detail the criteria for the current year's data. The same columns should be repeated for the previous year, and then a percentage change calculated.

5.3.1 Social workers in post at 30 September

Output	Selection criteria: FTE - as loaded and published	Selection criteria: Headcount – as loaded	Selection criteria: Headcount – as published
Number of social workers in post at 30 September	Sum of individual FTE of social workers 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 without duplicates removed Where RoleStartDate <= DataCollectionEndDate or RoleStartDate is NULL and RoleEndDate > DataCollectionEndDate or RoleEndDate is NULL and Agency Worker = 0.	Headcount of individual records with duplicates removed (based on SWE registration number, local authority, birth date, sex and ethnicity) Where RoleStartDate <= DataCollectionEndDate or RoleStartDate is NULL and RoleEndDate > DataCollectionEndDate or RoleEndDate is NULL and Agency Worker = 0.
Number of social workers in post at 30 September by sex: • Male	Sum of FTE social workers in post at 30 September Where	Headcount of social workers in post at 30 September without duplicates removed	Headcount of social workers in post at 30 September with duplicates removed Where

Output	Selection criteria: FTE - as loaded and published	Selection criteria: Headcount – as loaded	Selection criteria: Headcount – as published
• Female	• Sex - 'M' for Male • Sex – 'F' for Female	Where • Sex - 'M' for Male • Sex – 'F' for Female	• Sex – 'M' for Male • Sex – 'F' for Female
Number of social workers in post at 30 September by role within organisation: • 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 • 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 <u>without</u> duplicates removed Where • 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 with duplicates removed Where • 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

Output	Selection criteria: FTE - as loaded and published	Selection criteria: Headcount – as loaded	Selection criteria: Headcount – as published
Number of social workers in post at 30 September by age (years): • Under 20 • 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 • 18<= 'Age' <=19 • 20<= 'Age' <=29 • 30<= 'Age' <=39 • 40<= 'Age' <=49 • 50<= 'Age' <=59 • 'Age' >=60	Headcount of social workers in post at 30 September <u>without</u> duplicates removed Where • 18<= 'Age' <=19 • 20<= 'Age' <=29 • 30<= 'Age' <=39 • 40<= 'Age' <=49 • 50<= 'Age' <=59 • 'Age' >=60	Headcount of social workers in post at 30 September with duplicates removed Where • 18<= 'Age' <=19 • 20<= 'Age' <=29 • 30<= 'Age' <=39 • 40<= 'Age' <=49 • 50<= 'Age' <=59 • 'Age' >=60
Number of social workers in post at 30 September by ethnicity: • White • Black / African / Caribbean / Black British • Asian / Asian British • Mixed / Multiple ethnic groups • Other ethnic group	Sum of FTE social workers in post at 30 September Where • Ethnicity = WBRI, WIRI, WOTH • Ethnicity = BCRB, BAFR, BOTH • Ethnicity = AIND, APKN, ABAN, AOTH, CHNE	Headcount of social workers in post at 30 September <u>without</u> duplicates removed Where • Ethnicity = WBRI, WIRI, WOTH • Ethnicity = BCRB, BAFR, BOTH • Ethnicity = AIND, APKN, ABAN, AOTH, CHNE • Ethnicity = MWBC, MWBA, MWAS, MOTH	Headcount of social workers in post at 30 September with duplicates removed Where • Ethnicity = WBRI, WIRI, WOTH • Ethnicity = BCRB, BAFR, BOTH • Ethnicity = AIND, APKN, ABAN, AOTH, CHNE • Ethnicity = MWBC, MWBA, MWAS, MOTH • Ethnicity = OOTH • Ethnicity = REFU, NOBT

Output	Selection criteria: FTE - as loaded and published	Selection criteria: Headcount – as loaded	Selection criteria: Headcount – as published
• Not known	• Ethnicity = MWBC, MWBA, MWAS, MOTH • Ethnicity = OOTH • Ethnicity = REFU, NOBT	• Ethnicity = OOTH • Ethnicity = REFU, NOBT	
Number of social workers in post at 30 September by time in service: • 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 • '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 without duplicates removed Where • '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 with duplicates removed Where • '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 Social workers starting during the collection year

Output	Selection criteria: FTE – as loaded and published	Selection criteria: Headcount – as loaded	Selection criteria: Headcount – as published
Number of social workers starting during the collection year	Sum of FTE social workers Where Agency Worker = 0 and RoleStartDate is between DataCollectionStartDate and DataCollectionEndDate	Headcount of social workers without duplicates removed Where Agency Worker = 0 and RoleStartDate is between DataCollectionStartDate and DataCollectionEndDate	Headcount of social workers with duplicates removed (based on SWE registration number, local authority, birth date, sex and ethnicity) Where Agency Worker = 0 and RoleStartDate is between DataCollectionStartDate and DataCollectionEndDate and RoleEndDate > DataCollectionEndDate or RoleEndDate is NULL (i.e. did not leave during the collection year)

Output	Selection criteria: FTE – as loaded and published	Selection criteria: Headcount – as loaded	Selection criteria: Headcount – as published
Number of social workers starting in the collection year by age (years): • Under 20 • 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 • 18<= 'Age' <=19 • 20<= 'Age' <=29 • 30<= 'Age' <=39 • 40<= 'Age' <=49 • 50<= 'Age' <=59 • 'Age' >=60	Headcount of social workers starting in the collection year <u>without</u> duplicates removed, Where • 18<= 'Age' <=19 • 20<= 'Age' <=29 • 30<= 'Age' <=39 • 40<= 'Age' <=49 • 50<= 'Age' <=59 • 'Age'>=60	Headcount of social workers starting but not leaving in collection year with duplicates removed Where • 18<= 'Age' <=19 • 20<= 'Age' <=29 • 30<= 'Age' <=39 • 40<= 'Age' <=49 • 50<= 'Age' <=59 • 'Age'>=60

5.3.3 Social workers leaving during the collection year

Output	Selection criteria: FTE – as loaded and published	Selection criteria: Headcount – as loaded	Selection criteria: Headcount – as published
Number of social workers leaving during the collection year	Sum of FTE30 social workers Where AgencyWorker = 0 and RoleEndDate is between DataCollectionStartDate and DataCollectionEndDate	Headcount of social workers without duplicates removed where Where AgencyWorker = 0 and RoleEndDate is between DataCollectionStartDate and DataCollectionEndDate	Headcount of social workers with duplicates removed (based on SWE registration number, local authority, birth date, sex and ethnicity) Where AgencyWorker = 0 and RoleEndDate is between DataCollectionStartDate and DataCollectionEndDate and RoleStartDate < DataCollectionStartDate or RoleStartDate is NULL (i.e. did not start in the collection year)

Output	Selection criteria: FTE – as loaded and published	Selection criteria: Headcount – as loaded	Selection criteria: Headcount – as published
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 <u>without</u> duplicates removed) / (Headcount of social workers in post at 30 September <u>without</u> duplicates removed)	100 * (Headcount of social workers leaving but not starting in year with duplicates removed) / (Headcount of social workers in post at 30 September with duplicates removed)
Number of social workers leaving during the collection year by age (years): • Under 20 • 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 • 18<='Age' <=19 • 20<= 'Age' <=29 • 30<= 'Age' <=39 • 40<= 'Age' <=49 • 50<= 'Age' <=59 • 'Age' >=60	Headcount of social workers leaving in collection year <u>without</u> duplicates removed Where • 18<='Age' <=19 • 20<= 'Age' <=29 • 30<= 'Age' <=39 • 40<= 'Age' <=49 • 50<= 'Age' <=59 • 'Age' >=60	Headcount of social workers leaving but not starting in collection year, with duplicates removed Where • 18<='Age' <=19 • 20<= 'Age' <=29 • 30<= 'Age' <=39 • 40<= 'Age' <=49 • 50<= 'Age' <=59 • 'Age' >=60

Output	Selection criteria: FTE – as loaded and published	Selection criteria: Headcount – as loaded	Selection criteria: Headcount – as published
Number of social workers leaving during the collection year by time in service: • 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 • '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 without duplicates removed Where • '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 but not starting in collection year with duplicates removed Where • '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 – as loaded and published	Selection criteria: Headcount – as loaded	Selection criteria: Headcount – as published
Number of agency social workers in post at 30 September	Sum of FTE Where AgencyWorker = 1 and RoleEndDate >	Headcount of social workers at Where AgencyWorker = 1 and RoleEndDate >	Same as 'Selection criteria: Headcount – as loaded'

Output	Selection criteria: FTE – as loaded and published	Selection criteria: Headcount – as loaded	Selection criteria: Headcount – as published
	DataCollectionEndDate or RoleEndDate is NULL	DataCollectionEndDate or RoleEndDate is NULL	
Agency worker rate at 30 September	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))	Same as 'Selection criteria: Headcount – as loaded'
Number of agency workers covering vacancies at 30 September	Number of FTE agency workers covering vacancies at 30 September from LocalAuthorityVacancies Table	Headcount of agency workers covering vacancies at 30 September from LocalAuthorityVacancies Table	Not applicable
Agency workers covering vacancies rate at 30 September	100 * (Number of FTE agency workers covering vacancies at 30 September / Sum of FTE agency workers at 30 September)	100 * (Headcount of agency workers covering vacancies at 30 September / Headcount of agency workers at 30 September)	Not applicable

5.3.5 Cases (FTE only)

Output	Selection criteria: FTE – as loaded and published	Selection criteria: Headcount – as loaded	Selection criteria: Headcount – as published
Number of cases held at 30 September	Sum of cases held by social workers (including agency workers) in post at 30 September Where Number of cases is greater than or equal to 1 and FTE is greater than 0 i.e. Cases30 >=1 and FTE>0	Not applicable	Not applicable

Output	Selection criteria: FTE – as loaded and published	Selection criteria: Headcount – as loaded	Selection criteria: Headcount – as published
Number of caseholders at 30 September	Sum of FTE for social workers (including agency workers) in post at 30 September Where number of cases held is greater than or equal to 1 and FTE is greater than zero i.e. Cases30>= 1 and FTE>0	Not applicable	Not applicable
Average caseload at 30 September	Sum of cases held at 30 September (both agency and non-agency) / Number of caseholders at 30 September	Not applicable	Not applicable

5.3.6 Sickness absence (FTE only)

Output	Selection criteria: FTE – as loaded and published	Selection criteria: Headcount – as loaded	Selection criteria: Headcount – as published
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	Not applicable
Absence rate 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) / 253 * (Sum of FTE of social workers at 30 September) 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.	Not applicable	Not applicable

5.3.7 Vacancies (FTE only)

Output	Selection criteria: FTE – as loaded and published	Selection criteria: Headcount – as loaded	Selection criteria: Headcount – as published
Number of vacancies at 30 September	Number of FTE vacancies at 30 September from LocalAuthorityVacancies Table	Not applicable	Not applicable
Vacancy rate at 30 September	100 * (Number of FTE vacancies at 30 September) / (Number of FTE vacancies at 30 September + Sum of FTE social workers in post at 30 September)	Not applicable	Not applicable
Vacancy agency cover rate at 30 September	100 * (Number of FTE agency workers covering vacancies at 30 September/ Number of FTE vacancies at 30 September)	Not applicable	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	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.		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
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 2023) and are included in this year's collection should have the same role start date.		Count of: SWENo in previous database WHERE Previous RoleStartDate <= PreviousDataCollectionEndDate OR Previous RoleStartDate is NULL AND

			Previous RoleEndDate > 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
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 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.		Count of: SWENo in Current database WHERE RoleStartDate < DataCollectionStartDate AND AgencyWorker = 0 AND SWENo does not exist in the previous data collection database

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

SWENo	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

8. Duplicate report

8.1. Report description

This report shows duplicate SWENos across different local authorities which require further investigation. It should identify cases with the same SWENo, but where any of the following fields are different: Date of birth, Sex or Ethnicity. This does not need to compare within the same LA as validation rule 43 covers this.

8.2. Example report layout

	LA number	LA name	SWE No	Date of birth	Sex	Ethnicity
Social Worker	857	RUTLAND COUNTY COUNCIL	SWE12345	2000-01-01	F	WBRI – White British
Please check:	301	BARKING & DAGENHAM LONDON BOROUGH COUNCIL	SWE12345	1985-06-06	M	BAFR – Black African

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