Childrens social work workforce census, year ending 30 September 2017

COLLECT report specifications - version 1.0

October 2017

Contents

Version history

Version	Comments	Date
1.0	Baseline version	September 2017

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

1. The reports will be available to the Collector (DfE) and the local authority contacts with COLLECT (collections online for learning, education, children and teachers) access. DfE contacts will be able to access the reports for any local authority. Local authorities will only be able to access their own.

2. Reports can be run from the launch reports option within the children's social work workforce COLLECT blade.

3. The reports will not be live on any given day but will reflect the position from COLLECT on the previous working day.

4. All reports will be exportable in the following formats: xml, csv, tiff, pdf, web archive and MS Excel.

Data summary report

Report description

The report will show important totals and counts from the Childrens social work workforce collection data.

Definitions

Output	Selection criteria	Selection criteria
Individual data items	FTE number of social workers in post at count date	Headcount number of social workers in post at count date
Number of social workers	Sum of 'FTE at September 2017' for each individual in post at count date Agency workers aren't included here.	Count of individuals Agency workers aren't included here.
Number of social workers with role senior manager	Sum of 'FTE at September 2017' for each individual in post at count date. Where role = senior manager	Count of individuals Where role = senior manager
Number of social workers with role middle manager	Sum of 'FTE at September 2017' for each individual in post at count date. Where role = middle manager	Count of individuals Where role = middle manager
Number of social workers with role first line manager	Sum of 'FTE at September 2017' for each individual in post at count date. Where role = first line manager	Count of individuals Where role = first line manager

Output	Selection criteria	Selection criteria
Number of social workers with role senior practitioner	Sum of FTE at September 2017 for each individual in post at count date. Where role = senior practitioner	Count of individuals Where role = senior practitioner
Number of social workers with role case holder	Sum of 'FTE at September 2017' for each individual in post at count date. Where role = case holder	Count of individuals Where role = case holder
Number of social workers with role qualified without cases	Sum of 'FTE at September 2017' for each individual in post at count date. Where role = qualified without cases	Count of individuals Where role = qualified without cases
Number of social workers with age (at count date) between 20 and 29 (inclusive)	Sum of 'FTE at September 2017' for each individual in post at count date. Where age (derived from date of birth) is $20 <= \text{'AGE'} <= 29$	Count of individuals Where age (derived from date of birth) is $20 <= \text{'AGE'} <= 29$
Number of social workers with age (at count date) between 30 and 39 (inclusive)	Sum of 'FTE at September 2017' for each individual in post at count date. Where age (derived from date of birth) is $30 <= \text{'AGE'} <= 39$	Count of individuals Where age (derived from date of birth) is $30 <= \text{'AGE'} <= 39$

Output	Selection criteria	Selection criteria
Number of social workers with age (at count date) between 40 and 49 (inclusive)	Sum of 'FTE at September 2017' for each individual in post at count date. Where age (derived from date of birth) is 40<= 'AGE' <=49	Count of individuals Where age (derived from date of birth) is 40<= 'AGE' <=49
Number of social workers with age (at count date) between 50 and 59 (inclusive)	Sum of 'FTE at September 2017' for each individual in post at count date. Where age (derived from date of birth) is 50<= 'AGE' <=59	Count of individuals Where age (derived from date of birth) is 50<= 'AGE' <=59
Number of social workers with age (at count date) 60 or above	Sum of 'FTE at September 2017' for each individual in post at count date. Where age (derived from date of birth) is 'AGE' >60	Count of individuals Where age (derived from date of birth) is 'AGE' >60
Number of social workers where time in service is less than or equal to 2 years	Sum of 'FTE at September 2017' for each individual in post at count date. Where time in service: Is less than or equal to 2 years	Count of individuals Where time in service: Is less than or equal to 2 years

Output	Selection criteria	Selection criteria
Number of social workers where time in service is greater than 2 years and less than or equal to 5 years.	Sum of 'FTE at September 2017' for each individual in post at count date. Where time in service Greater than 2 years and less than or equal to 5 years.	Count of individuals Where time in service: Greater than 2 years and less than or equal to 5 years.
Number of social workers where time in service is greater than 5 years and less than or equal to 10 years.	Sum of 'FTE at September 2017' for each individual in post at count date. Where time in service: Greater than 5 years and less than or equal to 10 years.	Count of individuals Where time in service: Greater than 5 years and less than or equal to 10 years.
Number of social workers where time in service is greater than 10 years and less than or equal to 20 years.	Sum of 'FTE at September 2017' for each individual in post at count date. Where time in service: Greater than 10 years and less than or equal to 20 years.	Count of individuals Where time in service: Greater than 10 years and less than or equal to 20 years.
Number of social workers where time in service is greater than 20 years and less than or equal to 30 years.	Sum of 'FTE at September 2017' for each individual in post at count date. Where time in service:	Count of individuals Where time in service: Greater than 20 years and less than or equal to 30 years.

Output	Selection criteria	Selection criteria
	Greater than 20 years and less than or equal to 30 years.	
Number of social workers where time in service is greater than 30 years	Sum of 'FTE at September 2017' for each individual in post at count date. Where time in service: Is greater than 30 years	Count of individuals Where time in service: Is greater than 30 years
Individual data items	**FTE number of starters during the collection year**	**Headcount number of starters during the collection year**
Number of social worker starters during the collection year	Sum of FTE for each individual starter during the collection year.	Count of individual starters during the collection year.

Number of starters aged between 20 and 29 (inclusive)	Sum of FTE for each individual
	
	Where age (derived from date of birth) is
	
	   20<= 'AGE' <=29
		Count of individuals
		
		Where age (derived from date of birth) is
		
		   20<= 'AGE' <=29

Number of starters aged between 30 and 39 (inclusive)	Sum of FTE for each individual
	
	Where age (derived from date of birth) is
	
	   30<= 'AGE' <=39
		Count of individuals
		
		Where age (derived from date of birth) is
		
		   30<= 'AGE' <=39

Output	Selection criteria	Selection criteria
Number of starters aged between 40 and 49 (inclusive)	Sum of FTE for each individual Where age (derived from date of birth) is 40<= 'AGE' <=49	Count of individuals Where age (derived from date of birth) is 40<= 'AGE' <=49
Number of starters aged between 50 and 59 (inclusive)	Sum of FTE for each individual Where age (derived from date of birth) is 50<= 'AGE' <=59	Count of individuals Where age (derived from date of birth) is 50<= 'AGE' <=59
Number of starters aged 60 and above	Sum of FTE for each individual Where age (derived from date of birth) is 'AGE' >60	Count of individuals Where age (derived from date of birth) is 'AGE' >60
Individual data items	**FTE number of leavers during the collection year**	**Headcount number of leavers during the collection year**
Number of leavers during the collection year	Sum of FTE at September 2016 for each individual who have a leaving date during the year. Agency workers are not included in leaver count.	Count of each individual who have a leaving date during the year. Agency workers are not included in leaver count.
Number of leavers aged between 20 and 29 (inclusive)	Sum of FTE at September 2016 for each individual who have a leaving date during the year. and age (derived from date of birth) is: 20<= 'AGE' <=29	Count of each individual who have a leaving date during the year. and age (derived from date of birth) is: 20<= 'AGE' <=29

Output	Selection criteria	Selection criteria
Number of leavers aged between 30 and 39 (inclusive)	Sum of FTE at September 2016 for each individual who have a leaving date during the year. and age (derived from date of birth) is: 30<= 'AGE' <=39	Count of each individual who have a leaving date during the year. and age (derived from date of birth) is: 30<= 'AGE' <=39
Number of leavers aged between 40 and 49 (inclusive)	Sum of FTE at September 2016 for each individual who have a leaving date during the year. and age (derived from date of birth) is: 40<= 'AGE' <=49	Count of each individual who have a leaving date during the year. and age (derived from date of birth) is: 40<= 'AGE' <=49
Number of leavers aged between 50 and 59 (inclusive)	Sum of FTE at September 2016 for each individual who have a leaving date during the year. and age (derived from date of birth) is: 50<= 'AGE' <=59	Count of each individual who have a leaving date during the year. and age (derived from date of birth) is: 50<= 'AGE' <=59
Number of leavers aged between 60 and over	Sum of FTE at September 2016 for each individual who have a leaving date during the year. and age (derived from date of birth) is: 'AGE' >60	Count of each individual who have a leaving date during the year. and age (derived from date of birth) is: 'AGE' >60
Number of leavers where time in service is less than or equal to 2 years	Sum of FTE at September 2016 for each individual who have a leaving date during the year.	Count of each individual who have a leaving date during the year.

Output	Selection criteria	Selection criteria
	and time in service: less than 2 years	and time in service: less than 2 years
Number of leavers where time in service is greater than 2 years and less than or equal to 5 years.	Sum of FTE at September 2016 for each individual who have a leaving date during the year. and time in service: Greater than 2 years and less than or equal to 5 years.	Count of each individual who have a leaving date during the year. and time in service: Greater than 2 years and less than or equal to 5 years.
Number of leavers where time in service is greater than 5 years and less than or equal to 10 years.	Sum of FTE at September 2016 for each individual who have a leaving date during the year. and time in service: Greater than 5 years and less than or equal to 10 years.	Count of each individual who have a leaving date during the year. and time in service: Greater than 5 years and less than or equal to 10 years.
Number of leavers where time in service is greater than 10 years and less than or equal to 20 years.	Sum of FTE at September 2016 for each individual who have a leaving date during the year. and time in service: Greater than 10 years and less than or equal to 20 years.	Count of each individual who have a leaving date during the year. and time in service: Greater than 10 years and less than or equal to 20 years.
Number of leavers where time in service is greater than 20	Sum of FTE at September 2016 for each individual who have a leaving date during the year.	Count of each individual who have a leaving date during the year.

Output	Selection criteria	Selection criteria
years and less than or equal to 30 years.	and time in service: Greater than 20 years and less than or equal to 30 years.	and time in service: Greater than 20 years and less than or equal to 30 years.
Number of leavers where time in service is greater than 30 years	Sum of FTE at September 2016 for each individual who have a leaving date during the year. and time in service greater than 30 years	Count of each individual who have a leaving date during the year. and time in service greater than 30 years
Individual data items	**FTE number of Agency workers at count date**	**Headcount number of Agency workers at count date**
Number of agency social workers	Sum of FTE at September 2017 for each agency worker (who was in post at count date).	Count of individuals at September 2017 for each agency worker (who was in post at count date).
Individual data items	**Sickness absence (FTE only)**	
Number of Days missed due to sickness absence in collection year	Sum of 'number of days missed due to sickness absence'	
Individual data items		**Number of cases**
Number of Cases held at count date		Sum of number of cases held by each individual social worker (both agency and

Output	Selection criteria	Selection criteria
		non-agency) at the count date

Example report layout for a requested local authority

2016/17 Children social work workforce summary report for [LA NAME]

	FTE	Headcount
Number of social workers		

Role

	FTE	Headcount
Senior Manager		
Senior Practitioner		
Middle Manager		
First Line Manager		
Case Holder		
Qualified without cases		

Age

	FTE	Headcount
20 - 29		
30-39		
40-49		
50-59		
60+		

Time in service

	FTE	Headcount
Less than 2 years		
2 years to 5 years		
5 years to 10 years		
10 years to 20 years		
20 years to 30 years		
30 years or more		

	FTE	Headcount
Number of starters		

	FTE	Headcount

Age

Age	FTE	Headcount
20 - 29	15	
30-39		
40-49		
50-59		
60+		

Number of leavers		

Age

Age	FTE	Headcount
20 - 29		
30-39		
40-49		
50-59		
60+		

Time in service

Time in service	FTE	Headcount
Less than 2 years		
2 years to 5 years		
5 years to 10 years		
10 years to 20 years		
20 years to 30 years		
30 years or more		

Number of agency workers		

Number of Days missed due to sickness absence		

Number of cases held		

Error counts

Report description

The report will sum the errors by error number for the requested local authority, or in DfE, across the whole collection for a national total for each error.

Report criteria

Rows	An occurrence of a record will be added here each time a record meets the selection criteria. Errors will be listed in order of occurrence (highest first).
Columns	The following column headings apply: Occurrences – how many times the error occurs Validation rule number – states the validation code as listed in the validations rules annex A published alongside this document. Error Message – displays the error message.

Notes

Report description

This report allows DfE and local authorities to view all notes associated with the children in need 2016 to 2017 collection. If a record has a note recorded against it, it will be reported.

Report criteria

Rows	A record will be added here each time a record meets the selection criteria.
Columns	The following column headings apply: 'Note Level' – Return, field, error level User – the notes author 'Organisation Name' – the organisation that made the note 'Native ID' – local authority number 'Date and Time Note Created' 'Field Name' 'Error No' – the error number Notes

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