



Department  
for Education

# **Children's social work workforce census 2019 to 2020**

**COLLECT report specifications**

**August 2020**

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# Version history

1.0	Baselined version	August 2020
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## Related documents

CSWW Validation rules 2019 to 2020

CSWW Census guide 2019 to 2020

## **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.

## 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

Section	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 technical specification Error Message – displays the error message.

## Error report

### Report description

The report will list all the individual errors for the requested local authority, or in DfE, across the whole collection for a national list of each individual error.

### Report criteria

Section	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 validation rule number (lowest first).
Columns	The following column headings apply: 'LA Number' – the local authority number 'HCPC number' – the HCPC number (now known as SWE registration number) of the individual social worker 'Validation Rule No.' – the associated validation rule number 'Error Message' – what the error message is 'Data Item Name' – specific data item that the error/query relates to 'Data Item Value' – value of the data item that the error/query relates to.

# Notes

## Report description

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

The report will list all the individual notes for the requested local authority, or in DfE, across the whole collection for a national list of notes for all LA's.

## Report criteria

Section	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 level note 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.

# Data summary report

## Report description

The report will show key totals and counts from the collection data.

Local authorities are **strongly encouraged to review the COLLECT summary report** for your local authority before submitting your return, as this contains the headline summary statistics that the department will publish for your local authority. The department will be unable to amend any errors in these statistics that are not picked up by our automated or manual validation checks prior to publication.

## Definitions

Output	Selection criteria	Selection criteria
<b>Individual data items</b>	<b>FTE number of social workers in post at count date</b>	<b>Headcount number of social workers in post at count date</b>
Number of social workers at 30 September	Sum of individual FTE of social workers at count date  Where Agency Worker = 0 & RoleEndDate is NULL or collection date.	Count of unique individuals (based on HCPC number)  Where Agency Worker = 0 & RoleEndDate is NULL or collection date.
Number of social workers with gender female	Sum of 'FTE at September 2020' for each individual who was in post at count date  Where Gender is 'Female'.	Count of unique individuals (based on HCPC number)  Where Gender is 'Female'.
Number of social workers with gender male	Sum of 'FTE at September 2020' for each individual who was in post at count date  Where Gender is 'Male'.	Count of unique individuals (based on HCPC number)  Where Gender is 'Male'.
Number of social workers with role senior manager	Sum of 'FTE at September 2020' for each individual who was in post at count date  Where role = senior manager	Count of unique individuals (based on HCPC number)  Where role = senior manager  AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.



Output	Selection criteria	Selection criteria
	AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.	
Number of social workers with role middle manager	Sum of 'FTE at September 2020' for each individual who was in post at count date  Where role = middle manager  AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.	Count of unique individuals (based on HCPC number)  Where role = middle manager  AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.
Number of social workers with role first line manager	Sum of 'FTE at September 2020' for each individual who was in post at count date  Where role = first line manager  AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.	Count of unique individuals (based on HCPC number)  Where role = first line manager  AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.
Number of social workers with role senior practitioner	Sum of FTE at September 2020 for each individual who was in post at count date  Where role = senior practitioner  AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.	Count of unique individuals (based on HCPC number)  Where role = senior practitioner  AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.
Number of social workers with role case holder	Sum of 'FTE at September 2020' for each individual who was in post at count date  Where role = case holder  AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.	Count of unique individuals (based on HCPC number)  Where role = case holder  AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.

Output	Selection criteria	Selection criteria
Number of social workers with role qualified without cases	<p>Sum of 'FTE at September 2020' for each individual who was in post at count date</p> <p>Where role = qualified without cases</p> <p>AND Where Agency Worker = 0 &amp; RoleEndDate is NULL or collection date.</p>	<p>Count of unique individuals (based on HCPC number)</p> <p>Where role = qualified without cases</p> <p>AND Where Agency Worker = 0 &amp; RoleEndDate is NULL or collection date.</p>
Number of social workers with age (at count date) between 20 and 29 (inclusive)	<p>Sum of 'FTE at September 2020' for each individual who was in post at count date</p> <p>Where age (derived from date of birth) is</p> <p>20&lt;= 'AGE' &lt;=29</p> <p>AND Where Agency Worker = 0 &amp; RoleEndDate is NULL or collection date.</p>	<p>Count of unique individuals (based on HCPC number)</p> <p>Where age (derived from date of birth) is</p> <p>20&lt;= 'AGE' &lt;=29</p> <p>AND Where Agency Worker = 0 &amp; RoleEndDate is NULL or collection date.</p>
Number of social workers with age (at count date) between 30 and 39 (inclusive)	<p>Sum of 'FTE at September 2020' for each individual who was in post at count date</p> <p>Where age (derived from date of birth) is</p> <p>30&lt;= 'AGE' &lt;=39</p> <p>AND Where Agency Worker = 0 &amp; RoleEndDate is NULL or collection date.</p>	<p>Count of unique individuals (based on HCPC number)</p> <p>Where age (derived from date of birth) is</p> <p>30&lt;= 'AGE' &lt;=39</p> <p>AND Where Agency Worker = 0 &amp; RoleEndDate is NULL or collection date.</p>
Number of social workers with age (at count date) between 40 and 49 (inclusive)	<p>Sum of 'FTE at September 2020' for each individual who was in post at count date</p> <p>Where age (derived from date of birth) is</p> <p>40&lt;= 'AGE' &lt;=49</p>	<p>Count of unique individuals (based on HCPC number)</p> <p>Where age (derived from date of birth) is</p> <p>40&lt;= 'AGE' &lt;=49</p>

Output	Selection criteria	Selection criteria
	AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.	AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.
Number of social workers with age (at count date) between 50 and 59 (inclusive)	Sum of 'FTE at September 2020' for each individual who was in post at count date Where age (derived from date of birth) is  50<= 'AGE' <=59  AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.	Count of unique individuals (based on HCPC number)  Where age (derived from date of birth) is  50<= 'AGE' <=59  AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.
Number of social workers with age (at count date) 60 or above	Sum of 'FTE at September 2020' for each individual who was in post at count date Where age (derived from date of birth) is  'AGE' >60  AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.	Count of unique individuals (based on HCPC number)  Where age (derived from date of birth) is  'AGE' >60  AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.
Number of social workers where time in service is less than or equal to 2 years	Sum of 'FTE at September 2020' for each individual who was in post at count date Where time in service:  ( 'count date' - 'start date' ) <=730  less than 2 years  AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.	Count of unique individuals (based on HCPC number)  Where time in service:  ( 'count date' - 'start date' ) <=730  less than 2 years  AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.

Output	Selection criteria	Selection criteria
<p>Number of social workers where time in service is greater than 2 years and less than or equal to 5 years.</p>	<p>Sum of 'FTE at September 2020' for each individual who was in post at count date</p> <p>Where time in service: 730 &lt; ('count date' – 'start date') &lt;=1,825</p> <p>Greater than 2 years and less than or equal to 5 years.</p> <p>AND Where Agency Worker = 0 &amp; RoleEndDate is NULL or collection date.</p>	<p>Count of unique individuals (based on HCPC number)</p> <p>Where time in service: 730 &lt; ('count date' – 'start date') &lt;=1,825</p> <p>Greater than 2 years and less than or equal to 5 years.</p> <p>AND Where Agency Worker = 0 &amp; RoleEndDate is NULL or collection date.</p>
<p>Number of social workers where time in service is greater than 5 years and less than or equal to 10 years.</p>	<p>Sum of 'FTE at September 2020' for each individual who was in post at count date</p> <p>Where time in service: 1,825 &lt; ('count date' – 'start date') &lt;=3,650</p> <p>Greater than 5 years and less than or equal to 10 years.</p> <p>AND Where Agency Worker = 0 &amp; RoleEndDate is NULL or collection date.</p>	<p>Count of unique individuals (based on HCPC number)</p> <p>Where time in service: 1,825 &lt; ('count date' – 'start date') &lt;=3,650</p> <p>Greater than 5 years and less than or equal to 10 years.</p> <p>AND Where Agency Worker = 0 &amp; RoleEndDate is NULL or collection date.</p>
<p>Number of social workers where time in service is greater than 10 years and less than or equal to 20 years.</p>	<p>Sum of 'FTE at September 2020' for each individual who was in post at count date</p> <p>Where time in service: 3,650 &lt; ('count date' – 'start date') &lt;=7,300</p> <p>Greater than 10 years and less than or equal to 20 years.</p>	<p>Count of unique individuals (based on HCPC number)</p> <p>Where time in service: 3,650 &lt; ('count date' – 'start date') &lt;=7,300</p> <p>Greater than 10 years and less than or equal to 20 years.</p>

Output	Selection criteria	Selection criteria
	AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.	AND Where Agency Worker = 0 & RoleEndDate is NULL or collection date.
Number of social workers where time in service is greater than 20 years and less than or equal to 30 years.	<p>Sum of 'FTE at September 2020' for each individual who was in post at count date</p> <p>Where time in service: 7,300 &lt; ('count date' – 'start date') &lt;=10,950</p> <p>Greater than 20 years and less than or equal to 30 years.</p> <p>AND Where Agency Worker = 0 &amp; RoleEndDate is NULL or collection date.</p>	<p>Count of unique individuals (based on HCPC number)</p> <p>Where time in service: 7,300 &lt; ('count date' – 'start date') &lt;=10,950</p> <p>Greater than 20 years and less than or equal to 30 years.</p> <p>AND Where Agency Worker = 0 &amp; RoleEndDate is NULL or collection date.</p>
Number of social workers where time in service is greater than 30 years	<p>Sum of 'FTE at September 2020' for each individual who was in post at count date</p> <p>Where time in service: ( 'count date' – 'start date' ) &gt;10,950</p> <p>greater than 30 years</p> <p>AND Where Agency Worker = 0 &amp; RoleEndDate is NULL or collection date.</p>	<p>Count of unique individuals (based on HCPC number)</p> <p>Where time in service: ( 'count date' – 'start date' ) &gt;10,950</p> <p>greater than 30 years</p> <p>AND Where Agency Worker = 0 &amp; RoleEndDate is NULL or collection date.</p>
<b>Individual data items</b>	<b>FTE number of starters during the collection year</b>	<b>Headcount number of starters during the collection year</b>
Number of social worker starters	Sum of FTE for each individual	Count of individuals  Where Agency Worker = 0 and RoleStartDate is

Output	Selection criteria	Selection criteria
during the collection year	Where Agency Worker = 0 and RoleStartDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd)	between 2019/10/01 and 2020/09/30 (yyyy/mm/dd)
Number of starters aged between 20 and 29 (inclusive)	Sum of FTE for each individual  Where Agency Worker = 0 and RoleStartDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is  20<= 'AGE' <=29	Count of individuals  Where Agency Worker = 0 and RoleStartDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and 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 Agency Worker = 0 and RoleStartDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is  30<= 'AGE' <=39	Count of individuals  Where Agency Worker = 0 and RoleStartDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is  30<= 'AGE' <=39
Number of starters aged between 40 and 49 (inclusive)	Sum of FTE for each individual  Where Agency Worker = 0 and RoleStartDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is  40<= 'AGE' <=49	Count of individuals  Where Agency Worker = 0 and RoleStartDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is  40<= 'AGE' <=49

<b>Output</b>	<b>Selection criteria</b>	<b>Selection criteria</b>
Number of starters aged between 50 and 59 (inclusive)	Sum of FTE for each individual  Where Agency Worker = 0 and RoleStartDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is  50<= 'AGE' <=59	Count of individuals  Where Agency Worker = 0 and RoleStartDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is  50<= 'AGE' <=59
Number of starters aged 60 and above	Sum of FTE for each individual  Where Agency Worker = 0 and RoleStartDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is  'AGE' >60	Count of individuals  Where Agency Worker = 0 and RoleStartDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is  'AGE' >60
<b>Individual data items</b>	<b>FTE number of leavers during the collection year</b>	<b>Headcount number of leavers during the collection year</b>
Number of leavers during the collection year	Sum of FTE30 for each individual  Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd)	Count of individuals  Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd)
Number of leavers aged between 20 and 29 (inclusive)	Sum of FTE30 for each individual  Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is:	Count of individuals  Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is:  20<= 'AGE' <=29

Output	Selection criteria	Selection criteria
	20<= 'AGE' <=29	
Number of leavers aged between 30 and 39 (inclusive)	Sum of FTE30 for each individual Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is: 30<= 'AGE' <=39	Count of individuals Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is: 30<= 'AGE' <=39
Number of leavers aged between 40 and 49 (inclusive)	Sum of FTE30 for each individual Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is: 40<= 'AGE' <=49	Count of individuals Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is: 40<= 'AGE' <=49
Number of leavers aged between 50 and 59 (inclusive)	Sum of FTE30 for each individual Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is: 50<= 'AGE' <=59	Count of individuals Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is: 50<= 'AGE' <=59
Number of leavers aged between 50 and 59 (inclusive)	Sum of FTE30 for each individual Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is: 'AGE' >60	Count of individuals Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and age (derived from date of birth) is: 'AGE' >60



Output	Selection criteria	Selection criteria
<p>Number of leavers where time in service is less than or equal to 2 years</p>	<p>Sum of FTE30 for each individual</p> <p>Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and time in service:</p> <p>(‘end date’ – ‘start date’) &lt;=730</p> <p>less than 2 years.</p>	<p>Count of individuals</p> <p>Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and time in service:</p> <p>(‘end date’ – ‘start date’) &lt;=730</p> <p>less than 2 years.</p>
<p>Number of leavers where time in service is greater than 2 years and less than or equal to 5 years.</p>	<p>Sum of FTE30 for each individual</p> <p>Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and time in service:</p> <p>730 &lt; (‘end date’ – ‘start date’) &lt;=1,825</p> <p>Greater than 2 years and less than or equal to 5 years.</p>	<p>Count of individuals</p> <p>Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and time in service:</p> <p>730 &lt; (‘end date’ – ‘start date’) &lt;=1,825</p> <p>Greater than 2 years and less than or equal to 5 years.</p>
<p>Number of leavers where time in service is greater than 5 years and less than or equal to 10 years.</p>	<p>Sum of FTE30 for each individual</p> <p>Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and time in service:</p> <p>1,825 &lt; (‘end date’ – ‘start date’) &lt;=3,650</p> <p>Greater than 5 years and less than or equal to 10 years.</p>	<p>Count of individuals</p> <p>Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and time in service:</p> <p>1,825 &lt; (‘end date’ – ‘start date’) &lt;=3,650</p> <p>Greater than 5 years and less than or equal to 10 years.</p>

Output	Selection criteria	Selection criteria
<p>Number of leavers where time in service is greater than 10 years and less than or equal to 20 years.</p>	<p>Sum of FTE30 for each individual</p> <p>Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and time in service:</p> <p><math>3,650 &lt; ('end\ date' - 'start\ date') \leq 7,300</math></p> <p>Greater than 10 years and less than or equal to 20 years.</p>	<p>Count of individuals</p> <p>Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and time in service:</p> <p><math>3,650 &lt; ('end\ date' - 'start\ date') \leq 7,300</math></p> <p>Greater than 10 years and less than or equal to 20 years.</p>
<p>Number of leavers where time in service is greater than 20 years and less than or equal to 30 years.</p>	<p>Sum of FTE30 for each individual</p> <p>Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and time in service:</p> <p><math>7,300 &lt; ('end\ date' - 'start\ date') \leq 10,950</math></p> <p>Greater than 20 years and less than or equal to 30 years.</p>	<p>Count of individuals</p> <p>Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and time in service:</p> <p><math>7,300 &lt; ('end\ date' - 'start\ date') \leq 10,950</math></p> <p>Greater than 20 years and less than or equal to 30 years.</p>
<p>Number of leavers where time in service is greater than 30 years</p>	<p>Sum of FTE30 for each individual</p> <p>Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and time in service</p> <p><math>('end\ date' - 'start\ date') &gt; 10,950</math></p> <p>Greater than 30 years.</p>	<p>Count of individuals</p> <p>Where AgencyWorker = 0 and RoleEndDate is between 2019/10/01 and 2020/09/30 (yyyy/mm/dd), and time in service</p> <p><math>('end\ date' - 'start\ date') &gt; 10,950</math></p> <p>Greater than 30 years.</p>

<b>Output</b>	<b>Selection criteria</b>	<b>Selection criteria</b>
<b>Individual data items</b>	<b>FTE number of Agency workers at count date</b>	<b>Headcount number of Agency workers at count date</b>
Number of agency social workers	Sum of FTE30 at September 2020 for each agency worker (who was in post at count date)  where AgencyWorker = 1 and leaving date is NULL or the count date (2020/09/30)	Count of individuals  where AgencyWorker = 1 and leaving date is NULL or the count date (2020/09/30)
<b>Individual data items</b>	<b>Cases</b>	<b>Cases</b>
Number of Cases held at count date		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  Number of cases held >= 1	Count of individuals  Where number of cases held is greater than or equal to 1  Number of cases held >=1
<b>Individual data items</b>	<b>Sickness absence (FTE only)</b>	
Number of days missed due to sickness absence in collection year	Sum of 'number of days missed due to sickness absence'	
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.	

<b>Output</b>	<b>Selection criteria</b>	<b>Selection criteria</b>
<b>Individual data items</b>	<b>Number of vacancies (FTE only)</b>	
Number of vacancies	Sum of 'number of vacancies at 30 September'	

## **Report criteria**

The report is to be run from i-Store (and therefore will reflect the position from COLLECT on the previous working day). The report should be available to both DfE and local authorities, with the local authority only having access to their data.

## Example of summary report layout

- For a requested local authority:

2019-20 Children's social work workforce summary report for [LA NAME]

	FTE	Headcount
Number of social workers at 30 September		
Gender		
Female		
Male		
Role		
Senior Manager		
Senior Practitioner		
Middle Manager		
First Line Manager		
Case Holder		
Qualified without cases		
Age		
20 - 29		
30-39		
40-49		
50-59		
60+		
Time in service		
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 starters		

Age

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

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Number of leavers

--	--

Turnover rate

--	--

Age

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


Time in service

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


Agency workers

Number of agency workers

--	--

Agency rate

--	--

Cases

Number of cases held  
Number of caseholders  
Caseload


Absence

---

Number of days missed due to sickness absence

--	--

Number of days missed due to sickness absence (excluding leavers)

--	--

Absence rate (excluding leavers)

--	--

Vacancies

Number of vacancies

--	--

Vacancy rate

--	--

- For all local authorities (available for the department only):

2019-20 Children’s social work workforce summary report for all local authorities

	FTE	Headcount
Number of social workers at 30 September		
Gender		
Female		
Male		
Role		
Senior Manager		
Senior Practitioner		
Middle Manager		
First Line Manager		
Case Holder		
Qualified without cases		
Age		
20 - 29		
30-39		
40-49		
50-59		
60+		
Time in service		
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 starters		
Age		



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


Number of leavers

--	--

Turnover rate

--	--

Age

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


Time in service

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


Agency workers

Number of agency workers

--	--

Agency rate

--	--

Cases

Number of cases held  
Number of caseholders  
Caseload


Absence

Number of days missed due to  
sickness absence

--	--

Number of days missed due to sickness absence (excluding leavers)

--	--

Absence rate (excluding leavers)

--	--

Vacancies

Number of vacancies

--	--

Vacancy rate

--	--

# Quality check report

## Report description

This report is to help local authorities to assess the quality of their data. The report highlights potential quality issues at local authority level for key data items, by showing the number of times a selection of errors occur within the return.

## Report criteria

The report is to be run from i-Store (and therefore will reflect the position from COLLECT on the previous working day). The report should be available to both DfE and local authorities, with the local authority only having access to their data.

## Example of quality report layout

For a requested local authority:

2019-20 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 2019), with the exception of those who left on 30 September 2019, should be included in this year's collection.	
2	Social worker's date of birth has changed since last year: HCPC codes are unique for each children and family social worker, therefore the date of birth recorded against each HCPC 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 2019) 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 2019), 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	HCPC not present: a HCPC code should be present for all children and family social workers.	
6	HCPC format is incorrect: the HCPC code 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 2019) should be 0 (zero) for children and family social workers that started within the year, as they were not in post on 30 September 2019.	
9	FTE should be 0 for leavers: FTE (Full time equivalent at 30 September 2020) 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 2020.	



Department  
for Education

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