Children's social work workforce census 2020 to 2021

Business and technical specification - version 1.0

June 2021

Contents

Version history

Version	Comments	Date
1.0	Baseline version	June 2021

This specification must be read in conjunction with the current version of the Common Basic Data Set (CBDS) database.

1. Introduction

1.1 Purpose, scope and audience

This specification describes the 2020 to 2021 local authority children's and family social work workforce data collection. The data collection covers all local authorities in England, for the period from 1 October 2020 to 30 September 2021.

The specification covers the expected data items to be returned to the department and the validation rules applied to the data submitted. It has been developed to support local authorities and their management information system software suppliers. It should be read in conjunction with:

- the CBDS database
- Children's social work workforce census: guide

1.2 Definition of a child and family social worker

For the purposes of this collection, a child and family social worker is defined as:

A social worker who is registered with Social Work England (SWE), formerly the Health and Care Professions Council (HCPC), working in a local authority in a children's services department or, if working in an authority where the services are joined up, a social worker that works primarily on children and families work.

This includes all child and family social workers regardless of their position in the organisation, excluding the Director of Children's Services.

1.3 Scope of children's social work workforce (CSWW) – individual level data collection

The children's social work workforce data collection is a local authority collection that requires the return of individual worker information, together with a number of aggregate fields for the collection as a whole. The collection is for the period 01 October 2020 to 30 September 2021 inclusive.

1.4 Structure of the children's social work workforce data collection

The 2020 to 2021 CSWW data collection primarily collects worker level data. This collection comprises a header containing local authority details, an aggregate local authority level module and a repeatable module to return individual worker data.

1.5 Changes from 2019 to 2020 children's social work workforce census

1.5.1 Data item changes

There are no additional data items included in this collection.

Data item HCPC identifier (N00582) has changed to SWE identifier. Corresponding XML tag <HCPC> changes to <SWENo>.

1.5.2 Validation rule changes

Validation checks will be applied to your data once it has been loaded into COLLECT. These checks will identify missing and invalid data, and other anomalies.

There are new validation rules in this collection, along with amendments to some existing rules. The validation checks can be found in the accompanying validation rules document for this collection, available on our website.

2. Message header

Section 4 describes the XML format for the return of the data. The data items required within the header are as follows:

Survey collection name <Collection> (N00600) will be 'CSWW' Description: Name of the data collection eg CSWW
Survey year <Year> (N00602) will be '2021' Description: The year of the collection
Survey reference date <ReferenceDate> (N00603) will be '2021-09-30' Description: The reference date is normally the day of the census or collection and is used as the baseline date from which comparisons with other dates in the return can be made.
Source level <SourceLevel> (N00604) will be 'L' Description: Set to L for a local authority system
LA <LEA> (N00216) is the LA number Description: Standard DfE three digit local authority number

3. Data collection

3.1 Overall description and scope

This section describes the data to be collected of which there are two levels, described below.

3.1.1 Aggregate local authority data

The following aggregate, local authority level data is to be returned:

- number of full time equivalent (FTE) vacancies (including those covered by agency workers)

- total number of agency workers covering vacancies (FTE)

- total number of agency workers covering vacancies (headcount).

3.1.2 Employees included within the census

The following employee types are to be included within the census:

- all child and family social workers in your local authority as at 30 September 2021

- agency workers working in a child and family role in your local authority who are in post as at 30 September 2021

- child and family social workers who have left their role during the year ending 30 September 2021.

3.2 Outline data content

The return contains two modules, one for local authority vacancies and one for the workforce for each worker, as shown in Figure 2 below:
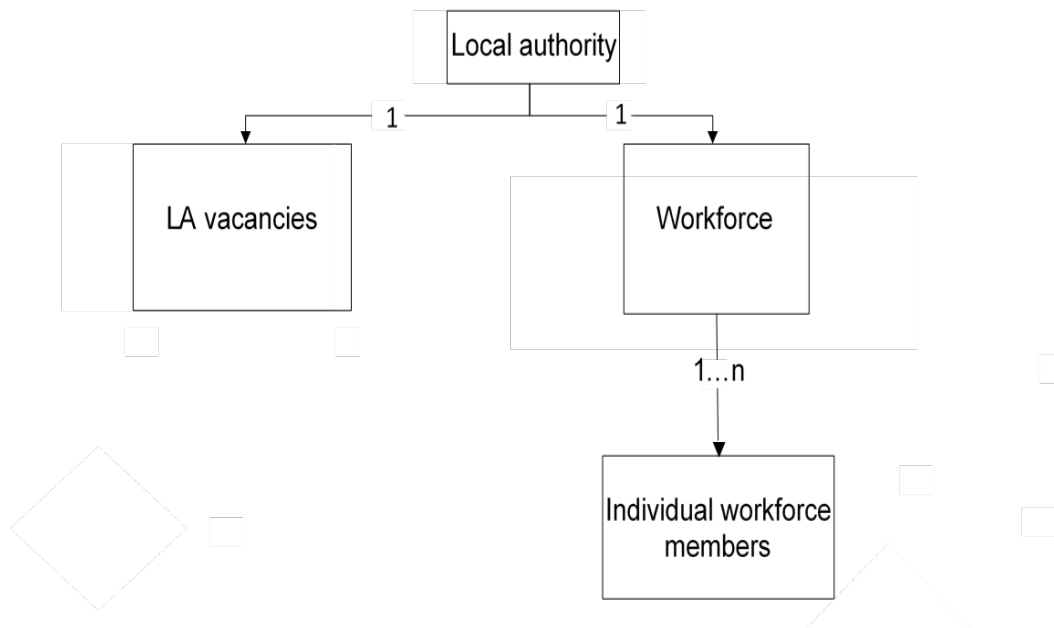
Figure 2 – Data modules

Full descriptions of the data items in this module are provided in the common basic data set (CBDS).

Sections 3.3 and 3.4 provide information on the data modules.

Section 4.3 contains a sample XML message structure which shows the modular layout.

3.3 Local authority vacancies

This module contains the aggregate vacancies within the local authority and comprises the following elements:

3.3.1 Number of vacancies

This data item <NumberOfVacancies> (N00592) records the number of vacancies within the local authority on a full time equivalent (FTE) basis. The data item format is: 'nnn.nn'.

3.3.2 Number of agency workers covering vacancies - FTE

This data item <NoAgencyFTE> (N00580) records the number of vacancies, in full time equivalent terms, which are covered by agency workers. The data item format is: 'nnn.nn'.

3.3.3 Number of agency workers covering vacancies – headcount

This data item <NoAgencyHeadcount> (N00581) records the number of agency workers by headcount that are covering vacancies. The data item format is: 'nnn'.

3.4 Individual workforce data

This module contains information on individual social workers. The following items are collected for each individual workforce member within the following group types:

- child and family social workers

- leavers during the year ending 30 September 2021

- agency social workers.

3.4.1 Agency worker

This data item <AgencyWorker> (N00599) records which type of worker the individual data is returned for. The data item codes are:

- '1' = agency worker

- '0' = not an agency worker

3.4.2 SWE identifier

This data item <SWENo> (N00582) records the Social Work England (SWE), formerly the health care professions council (HCPC), identifier number. The data item format is 'AAnnnnnn' and is up to 12 digits.

3.4.3 FTE as at 30 September 2021

This data item <FTE> (N00549) records the workers FTE as at 30 September 2021. This will be a value between 0 and 1 inclusive and should be stored and displayed to six decimal places. The data item format is: 'n.nnnnnn'.

3.4.4 Date of birth

This data item <PersonBirthDate> (N00066) records the worker's birth date. The data item format is: 'YYYY-MM-DD'.

3.4.5 Gender

This data item <GenderCurrent> (N00537) records the gender of the worker. The data item codes are:

- '0' = Not known (gender has not been recorded)
- '1' = male
- '2' = female
- '9' = Not Specified (indeterminate; unable to be classified as either male or female)

3.4.6 Ethnic origin

This module contains the worker's ethnicity code (N00575) as defined below.

Code	Ethnic origin
WBRI	White - British
WIRI	White - Irish
WOTH	Any Other White Background
MWBC	White and Black Caribbean
MWBA	White and Black African
MWAS	White and Asian
MOTH	Any Other Mixed background
AIND	Indian
APKN	Pakistani
ABAN	Bangladeshi
AOTH	Any Other Asian Background
BCRB	Black Caribbean
BAFR	Black African
BOTH	Any Other Black Background
CHNE	Chinese
OOTH	Any Other Ethnic Group
REFU	Declared not stated or Refused
NOBT	Information Not Yet Obtained

3.4.7 Qualifying institution

This data item <QualInst> (N00583) records the institution where the child and family social worker received their qualification. The data item format is free text up to 300 characters.

3.4.8 Qualification level

This data item <QualLevel> (N00584) records the qualification level achieved by the worker. The data item codes are:

- '1' = under-graduate
- '2' = post-graduate

- '3' = other

3.4.9 Step-up graduate

This data item <StepUpGrad> (N00585) records whether the worker is a step-up graduate. The data item codes are:

- '1' = yes
- '0' = no

3.4.10 Role within organisation

This data item <OrgRole> (N00586) records the worker's roll within the organisation. The data item codes are:

- '1' = senior manager
- '2' = middle manager
- '3' = first line manager
- '4' = senior practitioner
- '5' = case holder
- '6' = qualified without cases

  Codeset CS090 refers.

3.4.11 Starting date

This data item <RoleStartDate> (N00550) records the date the worker joined a vacant child and family social worker post within the local authority. The data item format is: 'YYYY-MM-DD'.

3.4.12 Origin when started

This data item <StartOrigin> (N00587) records the worker's situation prior to starting work with the organisation. The data item codes are:

- '1' = newly qualified social workers
- '2' = social worker role in a different local authority in England
- '3' = social worker role outside England
- '4' = agency or consultancy in social work (in England)
- '5' = other social work role non- local authority (in England)
- '6' = other social care role in local authority / non-local authority (in England)
- '7' = non-social care role / any role outside England / no employment / career break
- '8' = other

- '9' = not known
- '10' = not yet collected

Codeset CS091 refers.

3.4.13 Leaving date

This data item <RoleEndDate> (N00551) records the date the worker left a post with local authority between 1 October 2020 and 30 September 2021 inclusive. The data item format is 'YYYY-MM-DD'.

3.4.14 Destination of leaver

This data item <LeaverDestination> (N00588) records the destination of the worker after leaving a post with the local authority during the year ending 30 September 2021. The data item codes are:

- '1' = social worker role in different local authority in England
- '2' = social worker role outside England
- '3' = agency or consultancy social work (in England)
- '4' = other social work role non-local authority (in England)
- '5' = other social care role local authority / non-local authority (in England)
- '6' = non-social care role / no employment / redundancy / career break / any other role outside England / left England
- '7' = other
- '8' = not known
- '9' = not yet collected

Codeset CS092 refers.

3.4.15 Reason for leaving

This data item <ReasonLeave> (N00595) records the reason for leaving information for social workers who left their social worker role at your local authority during the year ending 30 September 2021. The data item codes are:

- 1 = Resignation
- 2 = Voluntary redundancy
- 3 = Compulsory redundancy
- 4 = Dismissed
- 5 = Retired
- 6 = Deceased
- 7 = Moved to a non-child and family social work role within LA
- 8 = Other

- 9 = Not Known
- 10 = Not yet collected

Codeset CS097 refers.

3.4.16 FTE as at 30 September 2020

This data item <FTE30> (N00589) records the worker's FTE as at 30 September 2020. This will be a value between 0 and 1 inclusive and should be stored and displayed to six decimal places. The data item format is: 'n.nnnnn'.

3.4.17 Number of cases held at 30 September 2021

This data item <Cases30> (N00590) records the number of cases held by the worker as at 30 September 2021. The data item format is: 'nnnn'.

3.4.18 Number of days of work missed due to sickness absence

This data item <WorkingDaysLost> (N00556) records the number of days work the worker missed due to sickness absence. The data item format is: 'nnn.nn'.

3.4.19 Agency worker length of contract (weeks)

This data item <ContractWeeks> (N00591) records the length of the contract of the agency worker. It is not expected that this will exceed 500 weeks. The data item format is: 'nnn.n'.

3.4.20 Frontline graduate

This data item <FrontlineGrad> (N00596) records whether or not the social worker is a Frontline graduate. The data item codes are:

- 1= Yes
- 0 = No

3.4.21 Absent on 30 September 2021

This data item <Absat30Sept> (N00597) records if the social worker was absent from work on 30 September 2021. The data item codes are:

- 1= Yes
- 0 = No

3.4.22 Reason for Absence

This data item <ReasonAbsence> (N00598) records a reason for absence for those cases where absent on 30 September 2021 was marked as "Yes". The data item codes are:

- MAT = Maternity/Paternity leave
- OTH = Other paid authorised absence, such as: compassionate leave, annual leave requiring reallocation of cases
- PUB = Paid absence for public duties, such as: jury duty
- SIC = Sick leave
- TRN = Training
- UNA = Unauthorised absence
- UNP = Unpaid authorised absence

Codeset CS098 refers.

3.4.23 Child and family knowledge and skills statement status

This data item <CFKSSstatus> (N00644) records the child and family KSS status within the organisation, and aims to align with [Knowledge and Skills Statements (KSS)](). This item will be collected alongside the existing role data item, but on a voluntary basis:

Record the child and family KSS status the social worker has within the organisation as one of the following four categories:

1 = assessed and supported year in employment (AYSE)
2 = frontline practitioner
3 = practice supervisor
4 = practice leader

Codeset CS104 refers.

4. 4. Data return formats
Please note: example data shown in this section is for illustration purposes only.

4.1 Available formats

The local authority children's social work workforce census is submitted to the department via the following formats:

- direct entry into COLLECT

- entry into an XML template (provided by the department)

- an XML upload onto COLLECT

For local authorities without a MIS that can output a CSWW census compliant XML file, the department provides a data entry spreadsheet which enables the input of file header and individual pupil record information. On completion the file is converted to XML format (using the spreadsheet) and uploaded to COLLECT. The data entry spreadsheet is provided on request.

4.2 Data items with no values

There may be cases where there are no values to be provided for particular data items.

Where values are described in this specification which are not mandatory, it is not expected that data must be returned. For example:

- qualifying institution

- agency worker length of contract

- absent on 30 September 2021

- reason for absence

- child and family knowledge and skills statement status

In the above scenarios the XML tag is not required to be present in the census return if no data is present / recorded. This applies to all data items that are not mandatory in nature. For all other scenarios, a missing item or value will result in an error being generated.

4.3 XML format submission

An XML submission is a single message consisting of:

- a header

- the aggregate local authority vacancy data

- a repeating group containing the data for each worker

Overall message structure
<?xml version="1.0" encoding="UTF-8"?>
<Message>
<Header> - see 4.4 below for details
<LALevelVacancies> - see 4.5 below for details
<CSWWWorkers> - see 4.6 below for details
</Message>

4.4 XML header

A standard XML message header is required for each census file. The data items should be populated according to the guidance in Section 2. The layout is as follows:

Header structure		
	<Header>	
	<CollectionDetails>	
N00600	<Collection>CSWW</Collection>	
N00602	<Year>2021</Year>	
N00603	<ReferenceDate>2021-09-30/ReferenceDate>	
	</CollectionDetails>	
	<Source>	
N00604	<SourceLevel>L</SourceLevel>	
N00216	<LEA>999</LEA>	
N00605	<SoftwareCode>CSWW Template v1.0</SoftwareCode>	
N00609	<DateTime>2021-09-30T11:11:11</DateTime>	
	</Source>	
	</Header>	

4.5 Local authority aggregate data and worker XML message structure

4.5.1 Local authority aggregate data XML message structure

CBDS	Variable name	Cardinality (1 unless specified)	Description
	<LALevelVacancies>		All aggregate variables are mandatory for all LA's
N00592	<NumberOfVacancies>34</NumberOfVacancies>		
N00580	<NoAgencyFTE>20.5</NoAgencyFTE>		
N00581	<NoAgencyHeadcount>27</NoAgencyHeadcount>		
	</LALevelVacancies>		

4.5.2 Worker XML message structure

CBDS	Variable name	Cardinality (1 unless specified)	Description
	<CSWWWorker>	1..n	
N00599	<AgencyWorker>1</AgencyWorker>		Mandatory for all records
N00582	<SWENo>XX1234</SWENo>		Mandatory for all records
N00549	<FTE>0.5</FTE>		Mandatory for all records (0 for leavers)
N00066	<PersonBirthDate>1066-03-24</PersonBirthDate>	0..1	Mandatory for all non-agency staff
N00537	<GenderCurrent>2</GenderCurrent>	0..1	Mandatory for all non-agency staff
N00575	<Ethnicity>WBRI</Ethnicity>	0..1	Mandatory for all non-agency staff
N00583	<QualInst>Institution Name</QualInst>	0..n	Voluntary
N00584	<QualLevel>2</QualLevel>	0..1	Mandatory for all non-agency staff
N00585	<StepUpGrad>Y</StepUpGrad>	0..1	Mandatory for all non-agency staff
N00586	<OrgRole>2</OrgRole>	0..1	Mandatory for all non-agency staff
N00550	<RoleStartDate>1066-09-01</RoleStartDate>	0..1	Mandatory for all non-agency staff
N00587	<StartOrigin>5</StartOrigin>	0..1	Mandatory for all non-agency staff
N00551	<RoleEndDate>1067-08-31-</RoleEndDate>	0..1	Mandatory for leavers

CBDS	Variable name	Cardinality (1 unless specified)	Description
N00588	<LeaverDestination>5</LeaverDestination>	0..1	Mandatory for leavers
N00595	<ReasonLeave> 1 </ReasonLeave>	0..1	Mandatory for leavers
N00589	<FTE30>0.7</FTE30>	0..1	Mandatory for all non-agency staff (0 for starters during the year)
N00590	<Cases30>10</Cases30>	0..1	Mandatory for all other than leavers as N/A
N00556	<WorkingDaysLost>2.25</WorkingDaysLost>	0..1	Mandatory for all non-agency staff
N00591	<ContractWeeks>38</ContractWeeks>	0..n	Voluntary
N00596	<FrontlineGrad>1</FrontlineGrad>	0..1	Mandatory for all non-agency staff
N00597	<Absat30Sept>1</Absat30Sept>	0..n	Voluntary
N00598	<ReasonAbsence>MAT</ReasonAbsence>	0..n	Voluntary
N00644	< CFKSSstatus >2</ CFKSSstatus >	0..n	Voluntary
	</CSWWWorker>		

4.6 Special notes for XML returns

The standard XML entity references should be used for the following special characters:

Character	Entity reference
Ampersand (&)	&
Left angle bracket (<)	<
Right angle bracket (>)	>
Single quote / apostrophe (')	'
Double quotes (")	"

For special characters such as é use a character reference such as '&#233'. This produces a generic XML file which can be viewed as such in a suitable browser. Details of all such characters are found within the XML standard documentation - see for example [Extensible Markup Language (XML) 1.0 (Fifth Edition)](#) Section 2.2.

The department recommends that the file is given a meaningful name that includes the local authority number (the 3 digit serial number). The file extension is '.xml'. This will help users in selecting the correct file to upload to COLLECT.

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