



Department  
for Education

# **Children's social work workforce census 2020 to 2021**

**COLLECT report specifications**

**August 2021**

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## Version history

Version	Comments	Date
1.0	Baseline version.	August 2021

## Related documents

CSWW Validation rules 2020 to 2021

CSWW Census guide 2020 to 2021

CSWW business and technical specification 2020 to 2021

# 1. 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. The DfE can access the reports for each local authority. Each local authority has access only to their own reports.
2. Reports can be run from the launch reports option within the children's social work workforce (CSWW) COLLECT blade.
3. The reports are not live, but instead show the position in COLLECT at close on the previous working day
4. All reports are exportable in the following formats: xml, csv, tiff, pdf, web archive and MS Excel.
5. The count date is 30 September 2021.
6. The collection start date is 01 October 2020.
7. Symbols used in this report specification:
  - = 'equal to'
  - >= 'greater than or equal to'
  - <= 'less than or equal to'.

## 2. Error counts

### 2.1 Report description

This report shows a count of the validation rule errors and queries.

The report shows the position at close on the previous day.

### 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' – how many times the error occurs 'Validation Rule Number' – states the validation code as listed in the technical specification 'Error Message' – shows the validation rule error or query message.

## 3. Error report

### 3.1 Report description

This report lists all the individual validation rule errors and queries for a local authority.

The report shows the position at close on the previous day.

### 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 registration number of the individual social worker 'Validation Rule Number' – 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.

## 4. Notes

### 4.1 Report description

This report shows local authorities all the notes associated with their collection.

### 4.2 Report criteria

Section	Criteria
Rows	A record is added for each note.
Columns	'Note Level' – Return level note User – the notes author 'Organisation Name' – the organisation that made the note 'Native ID' – local authority number 'Date & Time Note Created' 'Field Name' 'Error No.' – the error number 'Notes' – the notes which are recorded.

## 5. Data summary report

### 5.1 Report description

The report shows each local authority their full-time equivalent (FTE) numbers and headcounts 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 the department will publish. The department 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 YYYYMMDD format.

Then:

- Time in service = (Count date – start date) / 10000
- Age = (Count date – date of birth) / 10000

where Count date is 30 September 2021.

### 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	Sum of individual FTE of social workers  Where  RoleStartDate <= count date or RoleStartDate is NULL  and  RoleEndDate >= count date or RoleEndDate is NULL  and  Agency Worker = 0.	Count of individual records based on SWE registration number  Where  RoleStartDate <= count date or RoleStartDate is NULL  and  RoleEndDate >= count date or RoleEndDate is NULL  and  Agency Worker = 0.



<b>Output</b>	<b>Selection criteria: FTE</b>	<b>Selection criteria: Headcount</b>
Number of social workers with gender: <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>• Gender = 1 for Male</li> <li>• Gender = 2 for Female</li> </ul>	Headcount of social workers in post at 30 September where <ul style="list-style-type: none"> <li>• Gender = 1 for Male</li> <li>• Gender = 2 for Female</li> </ul>
Number of social workers with 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>
Number of social workers with age (years): <ul style="list-style-type: none"> <li>• 20 to 29</li> <li>• 30 to 39</li> <li>• 40 to 49</li> <li>• 50 to 59</li> <li>• 60 and above</li> </ul>	Sum of FTE social workers in post at 30 September where <ul style="list-style-type: none"> <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>• 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 with time in service <ul style="list-style-type: none"> <li>• Less than 2 years</li> <li>• 2 to 5 years</li> <li>• 5 to 10 years</li> <li>• 10 to 20 years</li> <li>• 20 to 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 collection start date and count date	Headcount of social workers  Where  Agency Worker = 0 and RoleStartDate is between collection start date and count date
Number of starters with age (years):  <ul style="list-style-type: none"> <li>• 20 to 29</li> <li>• 30 to 39</li> <li>• 40 to 49</li> <li>• 50 to 59</li> <li>• 60 and above</li> </ul>	Sum of FTE social workers starting in collection year where  <ul style="list-style-type: none"> <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>• 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 2020/10/01 and 2021/09/30 (yyyy/mm/dd)	Headcount of social workers  Where  AgencyWorker = 0 and RoleEndDate is between 2020/10/01 and 2021/09/30 (yyyy/mm/dd)
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) / (Headcount of social workers in post at 30 September)

Output	Selection criteria: FTE	Selection criteria: Headcount
Number of leavers with age (years): <ul style="list-style-type: none"> <li>• 20 to 29</li> <li>• 30 to 39</li> <li>• 40 to 49</li> <li>• 50 to 59</li> <li>• 60 and above</li> </ul>	Sum of FTE30 of social workers leaving in collection year where <ul style="list-style-type: none"> <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 leaving in collection year where <ul style="list-style-type: none"> <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 leavers with time in service: <ul style="list-style-type: none"> <li>• Less than 2 years</li> <li>• 2 to 5 years</li> <li>• 5 to 10 years</li> <li>• 10 to 20 years</li> <li>• 20 to 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>• '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 of social workers leaving in collection year 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>

### 5.3.4 Agency workers at 30 September

Output	Selection criteria: FTE	Selection criteria: Headcount
Number of agency social workers	Sum of FTE at 30 September 2021 where AgencyWorker = 1 and leaving date is NULL or the count date	Headcount of social workers where AgencyWorker = 1 and leaving date is NULL or the count date
Agency rate	$100 * (\text{Sum of FTE for agency workers in post of 30 September}) / ((\text{Sum of FTE at September 2021 for agency workers}) + (\text{Sum of FTE social workers in post at 30 September}))$	$100 * (\text{Headcount of agency workers at 30 September}) / ((\text{Headcount of agency workers at 30 September}) + (\text{Headcount of social workers in post at 30 September}))$

### 5.3.5 Cases

Output	Selection criteria: FTE	Selection criteria: Headcount
Number of Cases held at count date	Not applicable	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  Cases30 >= 1	Not applicable
Caseload	Sum of number of cases held by social workers at 30 September (both agency and non-agency)) / (Sum of FTE for each caseholder)	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
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.	Not applicable
Absence rate (excluding leavers)	(Sum of number of days missed due to sickness absence (excluding leavers)) / 253 * (Sum of FTE of social workers at count date)	Not applicable

### 5.3.7 Number of vacancies (FTE only)

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

## 6. Quality check report

### 6.1 Report description

This report is intended to help local authorities assess the quality of their data. The report highlights potential quality issues for some specific data items. It shows a count of the number of occurrences of errors for these checks within the data collection.

### 6.2 Example of quality report layout

For a requested local authority:

2020-21 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 2020), with the exception of those who left on 30 September 2020, should be included in this year's collection.	
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.	
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 2020) 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 2020), 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	SWE registration number not present: a SWE registration number should be present for all children and family social workers.	
6	SWE registration number format is incorrect: the SWE registration number 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 2020) should be 0 (zero) for children and family social workers that started within the year, as they were not in post on 30 September 2020.	
9	FTE should be 0 for leavers: FTE (Full time equivalent at 30 September 2021) 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 2021.	



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