

# Workforce Profile collection

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## Annual Workforce Information Collection June 2023

The key dates to Workforce Profile Collection are:

- Census date – **Thursday 22<sup>nd</sup> June 2023**
- Annual reference period – **24<sup>th</sup> June 2022 - 22<sup>nd</sup> June 2023**
- System opens to accept submissions – **Friday 23<sup>rd</sup> June 2023**
- Submissions due – **Friday 28<sup>th</sup> July 2023**
- Approvals due – **Friday 4<sup>th</sup> August 2023**

## Workforce Information Collection Process

### Submitting workforce profile data

Secure access is established for authorised users to submit their workforce profile data and access reports and analysis.

The access arrangements, submission process and reports are changing for the 2023 collection. There is an information session on **29<sup>th</sup> May** for all submitters, approvers, and diversity report recipients.

See [Key data collection resources](#) for information on all aspects of the collection. The Submitter and Approver Guide will be added on 29<sup>th</sup> May following the information session.

If you would like further information, please contact [psc\\_datacollection@psc.nsw.gov.au](mailto:psc_datacollection@psc.nsw.gov.au).

### Workforce Profile collection access form

[Download the form](#) →

## Key data collection resources

[Workforce Profile data specifications June 2023](#)



[Workforce Profile data specifications June 2023 - summary of changes](#)



[Reference list](#)



[Submission & Approval Process User Guide](#)



[Sample data in CSV format](#)



[Data quality guidelines](#)



[Position Coding Automated Tool \(PCAT\)](#)

Access information and resources for the Position Coding Automated Tool (PCAT).



[Sub-division ID naming template](#)



## Diversity reports

Diversity reports include calculated estimates of diversity group representation and are used in the Annual Reports of departments and agencies. The reports are available for download by nominated recipients after our workforce profile quality assurance process is complete and any identified data issues have been corrected.

## Contact us

For further information on the collection process, please call the Analytics and Insights team on (02) 9272 6123 or email [psc\\_datacollection@psc.nsw.gov.au](mailto:psc_datacollection@psc.nsw.gov.au).