

# Workforce Profile collection

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## Annual Workforce Information Collection June 2024

The key dates to Workforce Profile Collection are:

- Census date – **Thursday 20th June 2024**
- Annual reference period – **23rd June 2023 -20th June 2024**
- System opens to accept submissions – **Friday 5th July 2024**
- Submissions due – **Tuesday 6th August 2024**
- Approvals due – **Friday 9th August 2024**

## 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.

There is an information session on **28th May** for all submitters, approvers, and diversity report recipients.

See [Key data collection resources](#) for information on all aspects of the collection.

If you require access for the 2024 collection or would like further information, please contact [psc\\_datacollection@psc.nsw.gov.au](mailto:psc_datacollection@psc.nsw.gov.au). Note that senior executive approval is required to be granted access.

# Key data collection resources

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[Workforce Profile data specifications June 2024](#)

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[Workforce Profile data specifications June 2024 - summary of changes](#)

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[Reference list](#)

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[Sample data in CSV format](#)

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[Data quality guidelines](#)

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[Submission and approval process user guide](#)

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

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

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[Sub-division ID naming template](#)

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[Resolving UTF-8 errors](#)

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## 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, email [psc\\_datacollection@psc.nsw.gov.au](mailto:psc_datacollection@psc.nsw.gov.au).