



How to complete NMDS-SC in order to claim the Workforce Development Fund in 2011/12

National Minimum Data Set for Social Care (NMDS-SC) Workforce Development Fund

Skills for Care has continued to make the completion or refresh of NMDS-SC data in 2011/12 - a requirement in order for you to claim the Workforce Development Fund.

This summary provides you with the steps you need to take to complete or refresh your NMDS-SC profile so you can claim the Workforce Development Fund.

3 key steps

Step 1 - Look at what questions the NMDS-SC includes.

Step 2 - Find the answers to these questions across your organisation.

Step 3 - Bring all the answers together and enter them into your NMDS-SC online account.

Not completed the NMDS-SC for your organisation?

If you are an employer who has never completed the NMDS-SC for your organisation, then you must fully complete the NMDS-SC on, or after 1 April 2011 to reflect the position at your organisation on the day you complete it. If you are completing the NMDS-SC for the first time visit www.nmds-sc-online.org.uk, click on '**Create an Account**' and follow the steps provided.

Yes, as a business we've completed the NMDS-SC

So, you or a colleague have completed the NMDS-SC for the organisation in the past. If this is the case, you will have a **username** and **password** to log in to your profile on the NMDS-SC website.

If you have forgotten your password but know what your username is (this could be your email address) then go to the '**login**' section and click on '**Forgotten your password?**'

If you have forgotten both your username and password then contact the **NMDS-SC Helpdesk** on 0845 873 0129.

Ready to login to your NMDS-SC profile?

You have your username and password to hand (if not look at the section on the previous page). Visit the NMDS-SC website at www.nmds-sc-online.org.uk and click on the resources section and then click on the 'updating your information'. The two guides outlined below will help you to complete or update your profile.

1. Updating establishment details
2. Updating and adding workers

Your organisation has answered some of the questions but not all of them?

If you are an organisation who has completed the NMDS-SC in the past year or so, it is likely that you have answered the questions that relate to the establishment, but have not yet answered the questions that relate to your workers.

In order for the sector to better understand the providers and people that deliver care across England, we ask that you make sure the answers you provided in relation to your establishment are **up to date** and, importantly, that you **also** now complete the questions relating to your workers. This must be done on, or after 1 April 2011.

You MUST complete the following sections:

■ Questions about your establishment

- current Investors in People status
- establishment type
- main and other services provided
- service users for whom services are provided
- service capacity and uptake level
- numbers of staff permanently and temporarily employed
- numbers of bank/pool, agency, student, voluntary and other staff
- numbers of staff leaving and starting in the past 12 months
- number of vacancies
- reasons for leaving, and destination of leavers

■ Questions about your workers (answers for each worker required)

There are a set number of questions we ask about each worker. This set of questions must be repeated and answered for each individual worker. The questions for each worker must be answered for a minimum of 90% of your workforce (i.e. if there are 10 people that work for an organisation then the set of questions must be answered for a least 9 of those people).

For each worker, questions on the following must be answered: gender, date of birth, nationality, main job role, other job roles (if applicable), start date (in main job), source of recruitment, employment status, contracted hours of work, additional hours worked (if applicable), full-time or part-time, working arrangements, sickness absence, salary, induction status, and qualifications held.

Look here for more detailed guidance

Detailed guidance on completing the NMDS-SC in relation to being eligible for the Workforce Development Fund can be found on www.skillsforcare.org.uk/funding and follow the pages to 'Skills for Care funding'.

Further information on the reasons for NMDS-SC and the Workforce Development Fund to be linked can also be access on the same funding webpage.

Once you've completed the above and answered both the questions about your establishment and your workers...

You're done!

You have completed the necessary NMDS-SC requirements in terms of eligibility for claiming the Workforce Development Fund.

Thank you for helping to paint a clearer picture of the social care workforce in England.

Why NMDS-SC is important

The Department of Health and Skills for Care (responsible for the wider planning and improvement of the adult social care sector) simply do not know enough about the providers and people that deliver care across England.

Together, if we are to improve services and make them more tailored to the needs of people who use services, we must have a clearer picture of the providers and the workforce that are at the heart of our sector. Therefore we can ensure that the funding available to support the development of the sector can be used in the best possible way.

Further advice and guidance

We have produced a '**step by step guide**' to help employers complete their **NMDS-SC worker records** in order to claim the Workforce Development Fund. This guide is on the following pages of this document.

We have also updated the '**My Worker List**' report that is available to you when logged in to your account to make it easier to complete and update worker records in the NMDS-SC. The report now includes a full list all of all your workers highlighting in red where there are missing data items for each individual worker. A similar report to highlight any gaps or errors is the questions about your establishment will be available from June 2011. To access the reports log in to your account at www.nmds-sc-online.org.uk click on the 'reports section' on the right hand side of the screen, scroll down to 'My Worker List' and click on 'run report'.

For further information on NMDS-SC please visit the NMDS-SC website www.nmds-sc-online.org.uk.

Easy step guide to help you complete your NMDS-SC worker record to meet the Workforce Development Fund requirements

The following table lists the NMDS-SC worker information you need to complete in your NMDS-SC account.

NMDS-SC question	Why do we need this information?
Worker Identification	This can be name or payroll number and is solely for use by the employer to identify the individual record.
National Insurance Number	The employee's National Insurance Number is used to distinguish between staff but not to identify individuals. It is also used to ensure training is not double funded.
Worker Home Postcode	The home postcode is used to find out how far people travel to work.
Workers Date of Birth*	This is used with the National Insurance Number to distinguish between staff. It is also used statistically to produce reports on the age profile of the social care workforce.
Gender*	This is used for equal opportunity monitoring, which is of interest to CQC and local authorities, as well as Skills for Care and the Department of Health.
Disability	This is used for equal opportunity monitoring, which is of interest to CQC and local authorities, as well as Skills for Care and Department of Health.
Ethnic Origin	This is used for equal opportunity monitoring, which is of interest to CQC and local authorities, as well as Skills for Care and Department of Health.
Worker's nationality*	This question helps establish the degree of dependence on migrant labour.

* These data items are **required** to achieve the Workforce Development Fund eligibility. The fields not highlighted provide important statistical information and therefore should also be completed.

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4.

NMDS-SC question	Why do we need this information?
Was worker born in UK?	This question helps establish the degree of dependence on migrant labour. If the worker was born in the UK tick this box and then miss next two boxes.
If no, give country of birth	This question helps establish the degree of dependence on migrant labour.
Year of arrival in UK	This question helps establish the degree of dependence on migrant labour.
Induction training*	You can select 'achieved/in progress' or 'not applicable' for those staff who were employed before the induction standards were introduced.
Date completed induction	If achieved, date of completion is required.
Employment status*	Permanent/temporary/agency/volunteer etc. This is used to gain understanding of the workforce.
Year first employed in social care	This is the year first started in social care. No facility for 'not known' so if you are unsure it is probably best to input the date started employment with your organisation.
Continuity of employment	You can select 'no breaks', 'breaks of twelve months', 'not known' or 'not applicable'.
Additional hours, worked in previous 7 days	Input 'zero' if not applicable.
Sickness*	Input 'zero' if not applicable.
Start date*	This is the date employee started with your organisation.
Source of recruitment*	This relates to where the employee was recruited from. You can select 'not known'. This is used to find out how/if people are moving into the social care sector.
Status of main job role*	This is full time/part time or neither of these.
Salary interval*	This depends on whether the salary you have inputted relates to either a hourly or annual rate.

* These data items are **required** to achieve the Workforce Development Fund eligibility. The fields not highlighted provide important statistical information and therefore should also be completed.

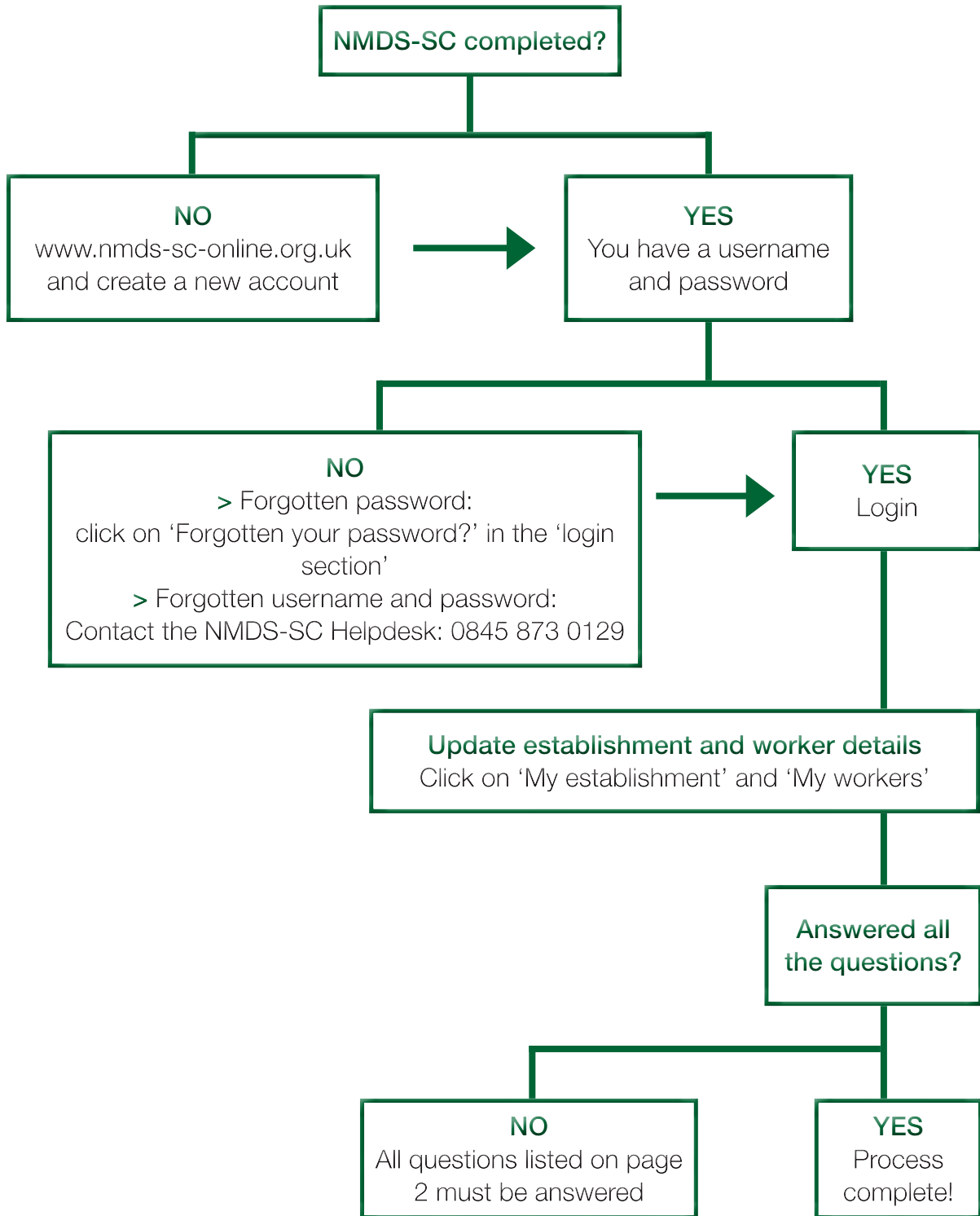
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5.

NMDS-SC question	Why do we need this information?
Salary*	This is the rate of pay for the interval listed above. It is used to capture pay rates for different levels of staff for comparison. No individual data can be identified.
Contracted hours of work*	This is the hours the employee is contracted to work per week. It is used to get a picture of hours worked in the sector.
Main job role*	This is the main job the person is employed to do. It is used to identify the different jobs and the numbers employed in each.
Separate section of the questionnaire	Please remember to save and then return to complete the next section.
Other job roles, if applicable*	This is any other jobs the person may have.
Working arrangements*	This is the working pattern of the employee. You can select 'none of the arrangements' if they do not match with your arrangements.
Separate section of the questionnaire	Please remember to save and then return to complete the next section.
Qualifications held*	You are required to enter the qualification and the year it was achieved. You can select 'no qualifications held'. You are able to use this to develop workforce plans to see where to direct funding and lobby for funding. Local authorities, CQC and the Department of Health are interested in these.
Qualifications working towards	Enter the qualification being worked towards. If the employee is not working towards any qualifications please select box 'no qualifications being worked towards'. Local authorities, CQC and the Department of Health are interested in these.
Please note if 'no qualifications are held' and 'none are being worked towards' both boxes are required to be ticked.	Also remember to 'add' qualifications and 'update' if none held.

* These data items are **required** to achieve the Workforce Development Fund eligibility. The fields not highlighted provide important statistical information and therefore should also be completed.

NMDS-SC completion process



www.nmds-sc-online.org.uk