



nmds-scTM
national minimum
data set for social care

employee help
version one 2005



Welcome to the National Minimum Data Set for Social Care (NMDS-SC)

INTRODUCTION

The NMDS-SC is a workforce tool that will streamline the collection of robust information for the social care sector. For employers and key stakeholders in the sector the benefits of the NMDS-SC are numerous. The NMDS-SC will:

- Benchmark your services with other organisations in your locality or region.
- Identify workers' skills, needs and achievements.
- Enable you to create a workers' development and training plan that meets the needs of the organisation and which reflects the National Minimum Standards.
- Plan effectively for your current and future social care workforce.
- Enable personal development planning for individual workers.
- Identify recruitment and retention issues and enable you to develop succession-planning strategies.
- Enable you to develop workers' skills and competence in line with regulation and good social care practice.
- Provide anonymous information for Skills for Care to represent the social care sector and to attract resources to support the social care skills agenda.
- Identify skill shortages.
- Enable your business/organisation to be recognised by the different strategic and funding agencies in your region when they consider the economic and educational support available in your locality.

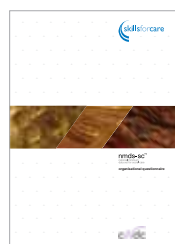
This guidance booklet is a means of assisting you in completing the information needed in the NMDS-SC. Where possible, examples have been given to illustrate the information that we need. The guidance booklet follows the NMDS-SC numerically, so you can refer either to individual parts of the NMDS-SC or you can use this guidance booklet number by number when you complete the NMDS-SC for the first time.

The guidance booklet has been separated into two parts. The first part follows the 'Organisation questionnaire' and the second part follows the questions asked in the 'Employee/worker questionnaire'.

The NMDS-SC is new. The NMDS-SC will take some thought and time to complete but once completed and stored by Skills for Care you will only need to update the information instead of completing the whole NMDS-SC again. The NMDS-SC is a valuable tool which will enable us to inform national, regional and local policymaking for the social care sector.

This will only happen with your contribution to the information set.

All of the information in the NMDS-SC is covered under the Data Protection Act 1998. For a full explanation please refer to the organisational help booklet.



SECTION ONE

WE WANT TO KNOW: 05
About the individual.

SECTION TWO

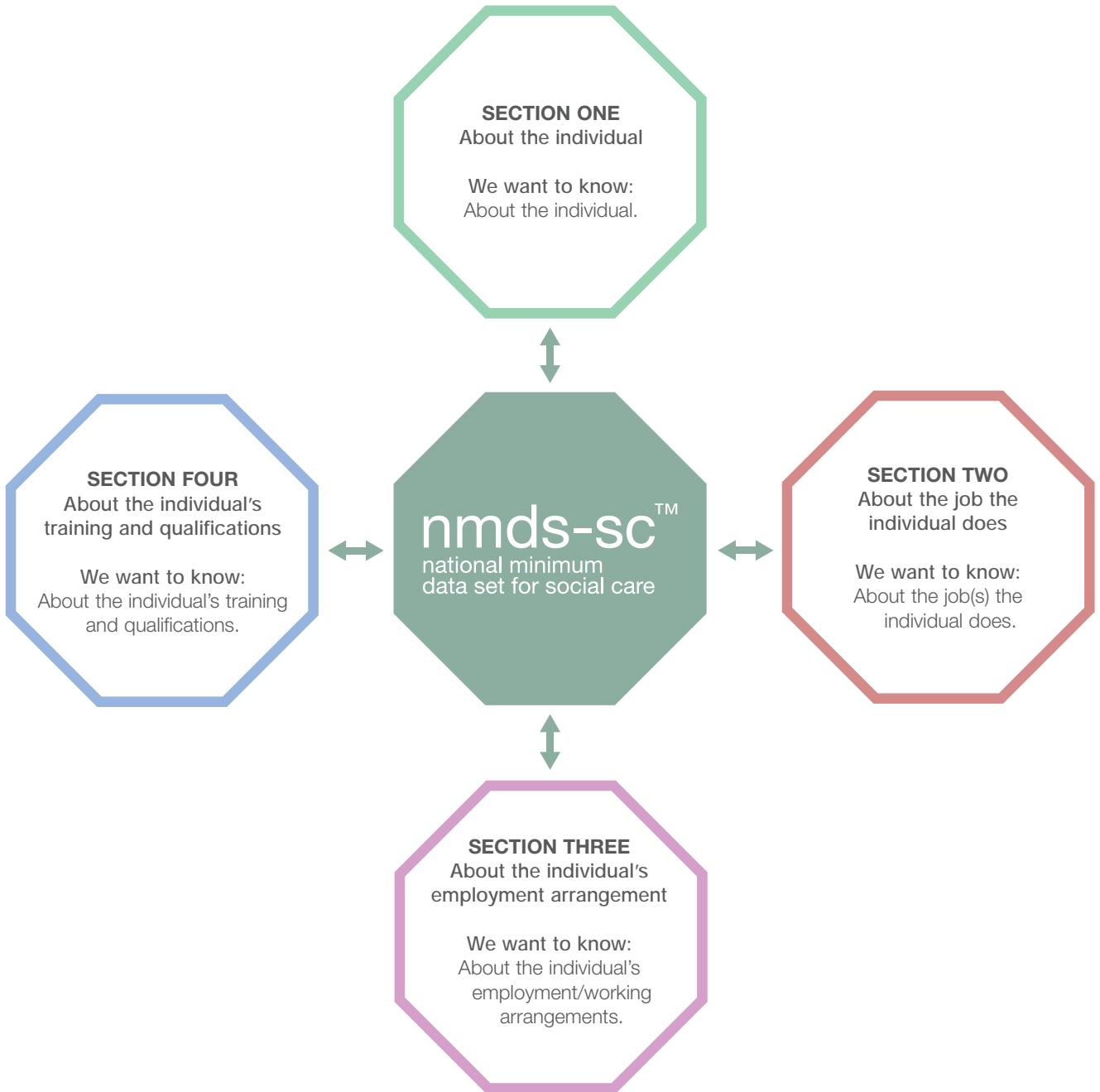
WE WANT TO KNOW: 07
About the job(s) the individual does.

SECTION THREE

WE WANT TO KNOW: 08
About the individual's employment/working arrangements.
How you recruited the individual.
Conditions of service and pay.

SECTION FOUR

WE WANT TO KNOW: 11
About the individual's training and qualifications.



Section One - About the individual

COMPLETED BY ALL RESPONDENTS

We want to know:

- About the individual

This section needs to be completed for each individual employee.

This information will indicate the achievements and qualifications held by workers in the social care sector. It will also highlight 'skills gaps', training needs and qualification requirements. This will enable us to influence supported learning nationally, regionally and in your locality through the Skills for Care Regional Committees.

QUESTION	INFORMATION ITEM	GUIDANCE
Introduction		<p>You will need to compile a record for each member of staff or worker. The following questions from 1 to 25 are about an individual member of staff. It is this part of the NMDS-SC, once completed, that will need updating as workers gain qualifications or join your business/organisation. This information will begin to provide you with the information you need to determine a worker's development plan.</p> <p>This information will enable us to quantify the resources needed to support the social care sector in developing a skilled and qualified workforce.</p> <p>The information is required for all types of workers, including those in administrative and ancillary job categories employed by you, and any who did paid or unpaid work for the care-providing operation at this business/organisation establishment on the date of completion.</p> <p>It is accepted that some information items for the following types of workers may be unavailable but the record should be completed as fully as possible:</p> <ul style="list-style-type: none"> • Agency, bank and temporary workers • Students (paid or unpaid) on placement or work experience • Volunteers and volunteer workers.
	Personal identification	In the questionnaire for up to 6 employees/workers a box is provided at the top of the 6 columns on each page to remind the person(s) completing the questionnaire which worker is which. It can be used to write in a name, staff number or any other helpful identifier, but does not form part of the NMDS-SC.
1.	National Insurance number	<p>Enter the National Insurance Number of each employee/worker.</p> <p>Why do we need the National Insurance Number? In the NMDS-SC the National Insurance Number, in conjunction with date of birth, will be used to create a unique identification number for this employee/worker. This is solely for use in the data warehouse and will not be used to link to any other information about, or to identify, this individual. Once the unique identifier has been created, the National Insurance Number will be detached from the rest of the information about the individual, and only used again, in the same way, when there is new information for updating. Therefore the information about this individual will be held completely confidentially and it will be impossible for anyone to identify who he/she is.</p> <p>Because they contain dates of birth and therefore present a risk of duplication, temporary National Insurance Numbers should not be used. It may not be possible to provide a National Insurance Number for all workers. In these cases please provide a temporary identifier, e.g. the worker's initials, workers number or TEMP 1, TEMP 2, etc., and unique identification numbers will be automatically created within the data warehouse.</p>
2.	Home post code	<p>Enter the post code of the employee/workers home address as supplied by the employee/worker. This will usually be the address from which the worker travels to work.</p> <p>Why do we need the home post code? For one reason only: so we can calculate distances travelled to work, which is very important information for workforce planning. The home post code will not be used for any other purpose. It will be treated with the utmost confidentiality - only you and Skills for Care staff will see this information - and will not be used to identify any individual or to link to any information which could identify an individual.</p>

Section One - About the individual

COMPLETED BY ALL RESPONDENTS

We want to know:

- About the individual

This section needs to be completed for each individual employee.

This information will indicate the achievements and qualifications held by workers in the social care sector. It will also highlight 'skills gaps', training needs and qualification requirements. This will enable us to influence supported learning nationally, regionally and in your locality through the Skills for Care Regional Committees.

QUESTION	INFORMATION ITEM	GUIDANCE
3.	Gender	We are interested in the gender 'makeup' of the social care workforce and the job roles that individuals fulfil. Statistically this will enable us to target recruitment activity at a national, regional and local level.
4.	Date of birth	The date (day, month and year) on which the worker was born.
5.	Ethnic Group	<p>In this section you are asked to tick the ethnic description in the first column. These descriptions are printed in bold in the questionnaire. You are the asked to tick in the second column the more detailed description if this is known.</p> <p>The ethnic category to which the worker belongs, as determined by the individual employee. Census 2001 groupings have been used here. You will need to indicate, for the individual the ethnic group that they belong to. This information is useful in looking at employment trends across different groups and can be used to inform recruitment and training needs.</p>
6.	Disability	<p>In this information item disability is self-declared by the worker. You are asked to tick either yes or no.</p> <p>Yes = worker considers him/herself to have a disability under the terms of the Disability Discrimination Act 1995 Or No = The worker considers him/herself not to have a disability under the terms of the 1995 Disability Discrimination Act.</p>
7.	Date	You are asked to indicate the date that this questionnaire was completed
8.	Who completed this questionnaire	You are asked to tick the boxes to show who completed this questionnaire - it might be more than one person.

Section Two - About the job the individual does

COMPLETED BY ALL RESPONDENTS

We want to know:

- About the job(s) the individual does.

This information can be linked to qualification and training requirements. This information will enable Skills for Care to update and develop a national training strategy. It will enable us to identify the resources needed to support training and education.

QUESTION	INFORMATION ITEM	GUIDANCE																																				
9.	Main job role	<p>Once more we come to the job role categories that we used in question 19 of the organisational questionnaire. We want you to tick the job role that is the main job of this worker.</p> <p>If the worker undertakes more than one job role for the care-providing operation at this establishment, the main job role is the one that the worker spends most time doing.</p>																																				
10.	Other job role(s), if any SSD001 line number or NHS Occupational Code for main job role and other job roles	<p>If the worker undertakes more than one job role for the care-providing operation at this establishment, record all other roles at this question. If none, leave the question blank.</p> <p>For local authority and NHS establishments only: Local authorities: can enter the line number from the Department of Health's SSD001 return under which the authority classifies these job roles. NHS: enter the four-character occupational code used in the NHS workforce information collection.</p> <p>Job role information in more detail can be found in the separate Job Roles Booklet.</p> <p>Job Role Categories to choose from.</p> <table border="1"> <tbody> <tr> <td>1. Senior Management</td> <td>13. Youth Offending Support</td> <td>22. Technician</td> </tr> <tr> <td>2. Middle Management</td> <td>14. Counsellor</td> <td>23. Other job roles directly involved in providing care.</td> </tr> <tr> <td>3. First Line Manager</td> <td>15. Occupational Therapist</td> <td>24. Managers and workers in care-related but not care providing roles.</td> </tr> <tr> <td>4. Registered Manager</td> <td>16. Registered Nurse</td> <td>25. Administration / office workers (not providing care)</td> </tr> <tr> <td>5. Supervisor</td> <td>17. Allied Health Professional (other than Occupational Therapist)</td> <td>26. Ancillary workers (not providing care)</td> </tr> <tr> <td>6. Social Worker</td> <td>18. Nursery Nurse</td> <td>27. Other job roles (please describe)</td> </tr> <tr> <td>7. Senior Care Worker</td> <td>19. Childcare Worker or Childcare Assistant</td> <td></td> </tr> <tr> <td>8. Care Worker</td> <td>20. Teacher (qualified)</td> <td></td> </tr> <tr> <td>9. Community, Support and Outreach Work</td> <td>21. Educational Assistant</td> <td></td> </tr> <tr> <td>10. Employment Support</td> <td></td> <td></td> </tr> <tr> <td>11. Advice, Guidance and Advocacy</td> <td></td> <td></td> </tr> <tr> <td>12. Educational Support</td> <td></td> <td></td> </tr> </tbody> </table>	1. Senior Management	13. Youth Offending Support	22. Technician	2. Middle Management	14. Counsellor	23. Other job roles directly involved in providing care.	3. First Line Manager	15. Occupational Therapist	24. Managers and workers in care-related but not care providing roles.	4. Registered Manager	16. Registered Nurse	25. Administration / office workers (not providing care)	5. Supervisor	17. Allied Health Professional (other than Occupational Therapist)	26. Ancillary workers (not providing care)	6. Social Worker	18. Nursery Nurse	27. Other job roles (please describe)	7. Senior Care Worker	19. Childcare Worker or Childcare Assistant		8. Care Worker	20. Teacher (qualified)		9. Community, Support and Outreach Work	21. Educational Assistant		10. Employment Support			11. Advice, Guidance and Advocacy			12. Educational Support		
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Section Three - About the individuals' employment arrangement

COMPLETED BY ALL RESPONDENTS

We want to know:

- How you recruited the individual

This information will be used to inform recruitment strategies at a local, regional and national level. It will enable us to identify the resources needed to support recruitment activity.

QUESTION	INFORMATION ITEM	GUIDANCE
11.	Date started in main job	Date (month and year) the worker started in main job with the employer at this establishment.
12.	Source of recruitment for main job role	We are interested in where social care workers are recruited. This might be used to inform future recruitment activity across the social care sector. Please indicate where this worker was recruited from using the categories below. The categories are the type of employment in which a worker was working immediately prior to working at this establishment in current main job.
	Recruited from:	
	Adult care sector: local authority	Employment in adult care or care-related work in a local authority within the UK, including social care, probation, community work, housing.
	Adult care sector: private or voluntary sector	Employment in adult care or care-related work in a private or voluntary sector organisation within the UK, including social care, probation, community work, housing.
	Children's sector: local authority	Working within the UK in local authority childcare, early years, education, children's and young people's services including youth work, youth justice, family services, children's homes.
	Children's sector: private or voluntary sector	Working within the UK in private or voluntary sector childcare, early years, education, children's and young people's services including youth work, youth justice, family services, and children's homes.
	Health sector	The NHS or other health-related work. NHS Trusts are included here, so destination of workers transferred from NHS Trusts under partnership working arrangements would be recorded here.
	Retail sector	Retail / shop / supermarket work in the UK.
	Other sector	Other types of employment (not care, education, health or retail) in the UK.
	Internal promotion / transfer / career development	Already employed either at this establishment or at another establishment within the same organisation, in some other role or function.
	From abroad	From outside UK.
	Not previously employed	Not previously employed, including school / college leavers, where current job is first job.
	Returner	Returning to work after 'career break' e.g. caring for young children.
	Agency	For workers who were previously employed by an agency and for workers at the establishment who are agency workers.
	Student practice learning placement or work experience	For workers who were recruited following a practice placement or work experience at this establishment / organisation.
	Volunteering or voluntary work	Working (in care or other work) in a voluntary capacity.
	Other source(s)	Recruited from a source other than the above.
	Not known	Not known where the worker was recruited from.

We want to know:

- Conditions of service and pay.

This information will be used to determine employment trends and average paycales in the social care sector which can be used to support recruitment activity and career pathway development.

QUESTION	INFORMATION ITEM	GUIDANCE
13.	Status of main job at completion date	<p>Indicate against the categories the description that best describes the employment status of this worker in their main job role. This will enable you to determine how your workforce is employed, which will enable you to develop a workforce development plan.</p> <p>For definitions of employment status see questions 19/20 /22 in the organisational help booklet.</p>
14.	Contracted hours worked per week in the main job role plus any other job roles undertaken by the individual	<p>In this part of the NMDS-SC we are interested in the work patterns associated with the workforce, the number of hours that they work. We know from the previous question 13, whether workers are permanent or temporary, now we want to capture whether they are full or part-time. This will enable us to establish employment trends in the social care sector, which can be used to inform recruitment strategies.</p> <p>Indicate number of hours to be worked per seven day week as stated in the employee's contract of employment at this establishment.</p> <p>For bank, pool and agency staff, students, volunteers and volunteer workers, indicate agreed hours per seven day week.</p> <p>If the worker undertakes more than 1 job for the care providing operation at this establishment, indicate total contracted/agreed hours in all jobs.</p>
15.	Are these hours considered to be full or part time or neither	<p>You are asked to state whether you consider the hours indicated in question 14 are full, part time or neither of these.</p>
16.	How many additional paid or unpaid hours per week did this worker work in the seven days before the date of this questionnaire?	<p>In this part of the NMDS-SC we are interested in capturing the number of hours per week that workers work as either paid over-time or unpaid hours that they might undertake. There are a number of ways to try and capture this information. We have decided to capture the additional hours worked in the 7 days prior to completing the NMDS-SC.</p> <p>If the worker undertakes more than one job role for the care-providing operation at this establishment, record the total additional hours in all jobs.</p> <p>If no additional hours whether paid or unpaid have been worked then please record this item as zero.</p> <p>If unknown, leave blank.</p>
17.	Agreed working arrangement(s)	<p>What work arrangement has this individual in your business/ organisation? In this question we are interested in the variety of working hours of individuals. The social care sector, more than any other sector adopts a diverse range of working patterns. This is important when looking at recruitment, training opportunities and skills development. Please tick the agreed working arrangement(s) which apply to this worker - several arrangements may apply.</p>

Section Three - About the individuals' employment arrangement

COMPLETED BY ALL RESPONDENTS

We want to know:

- Conditions of service and pay.

This information will be used to determine employment trends and average pay scales in the social care sector which can be used to support recruitment activity and career pathway development.

QUESTION	INFORMATION ITEM	GUIDANCE
18.	Number of days absent due to sickness or injury in current post during past 12 months	<p>We are interested in gathering information, across the social care sector on days lost due to absence from either sickness or injury. In this question please add up the total number of days that were taken off for sickness over the last year to the nearest half day.</p> <p>If the worker has been in their /current main job for less than 12 months, record only the number of days absent due to sickness or injury since date started in their current main job (if the worker was employed with you in a different role before the main job role they now have, disregard any absence in that role).</p> <p>Annual leave, holidays and other authorised absence such as maternity or paternity leave, study leave, compassionate leave, secondment, leave for public duties etc. should not be included.</p>
19.	Basic rate of pay	<p>This information will be treated with the utmost confidentiality; only you and Skills for Care workers will see this information. When reports are written about information gathered about the sector, this information will be anonymised and used to show general trends within the sector.</p> <p>The information can be recorded in one of 4 alternative ways:</p> <ol style="list-style-type: none"> 1. Gross annual salary 2. Gross monthly salary 3. Gross hourly rate 4. Unpaid <p>Gross figure includes tax, National Insurance and any pension contribution. It should reflect basic pay only. Overtime, weekend and standby duty pay, and additional pay such as market supplements, bonuses, fringe allowances, performance-related pay, golden hellos, loyalty payments etc. should all be excluded.</p> <p>For agency workers it is the rate paid to the agency. If the work is unpaid, except for payment of expenses or board and lodging, tick the 'unpaid' box.</p>
20.	Year this worker was first employed in social care and related work	<p>We are interested in the length of experience of the social care workforce. This information will be useful in looking at retention issues within the social care sector. We are asking you to indicate the year in which the worker first began paid employment in care or care-related work.</p> <p>This includes work in adult care, childcare, early years and children's services, and care-related work such as nursing, teaching, probation work, work with offenders/in prisons, housing, community work, counselling and advice. Work that is (largely) unpaid, such as volunteering, voluntary work, or caring for children, family and older people should not be included.</p>
21.	Continuity of this worker's employment in the social care sector	<p>We are interested in how many of the social care workforce take breaks in their service. In this question you are asked to indicate whether the worker has:</p> <ol style="list-style-type: none"> 1. No breaks exceeding 12 months. Worker has worked continuously in social care and related work since the year first employed (at question 20), with no breaks greater than 12 months' duration. 2. With breaks exceeding 12 months. Worker has had breaks from social care and related work of greater than 12 months' duration since the year first employed. 3. Not known. Unknown whether or not worker has had breaks from social care and related work of greater than 12 months' duration since year first employed.

Section Four - About the individuals' training and qualifications

COMPLETED BY ALL RESPONDENTS

We want to know:

- About the individual's training and qualifications

This information is critical to attracting funding and training resources to support the skills agenda in the social care sector. It is important information that will determine how government targets are being achieved. It will inform the education sector about the training demand within the sector and it will enable regional stakeholders to target resources effectively.

QUESTION	INFORMATION ITEM	GUIDANCE
22.	Has this worker completed the Induction training prescribed by Topss England/Skills for Care or the CWDC	<p>In this question we are asking for two pieces of information:</p> <ol style="list-style-type: none"> 1. Has the worker completed their induction training to the prescribed standards in the Topss England/Skills for Care/Children's Workforce Development Council Induction Standards. The reply will be either yes, in progress or not applicable. 2. If they have completed we also want to know the date that they completed. If in progress or not applicable leave blank.
23 / 24 / 25.	Recognised qualifications achieved at the completion date	<p>In this part of the NMDS-SC we want to establish the level and number of qualified workers in the social care sector. This will enable us to identify skills gaps and training needs within the sector.</p> <p>Listed is a range of current qualifications recognised within the social care sector. We have grouped them in a number of categories of qualification for ease of reference.</p> <p>Please tick all of the listed qualifications that have been achieved by this worker. Then indicate the year in which each qualification has been achieved. If the worker is working towards a qualification and has not yet achieved it, then please indicate this by placing a tick in the 'working towards' column.</p>

NVQ's	MANAGEMENT AWARDS	SOCIAL WORK	POST QUALIFICATIONS IN SOCIAL WORK	OTHER
Health and Social Care NVQ Level 2	Registered Manager's (Adults) NVQ Level 4	Social Work degree (UK)	Post-Qualifying Award in Social Work (PQSW) Part 1	Any professional Occupational Therapy qualification
Health and Social Care NVQ Level 3	Registered Manager's (Children's) NVQ Level 4	Combined Nursing & Social Work degree	Advanced Award in Social Work (AASW)	Any Registered Nursing qualification
Health and Social Care NVQ Level 4	Other management award(s) eg	Social Work diploma or other approved UK or non-UK Social Work qualification, including:	Child Care Award (CCA)	Any nursery nursing qualification
Care NVQ Level 2	• Diploma in Care Service Management	• Diploma in Social Work (DipSW)	Mental Health Social Work Award (MHSWA)	Any childcare, preschool or play work qualification
Care NVQ Level 3	• Certificate in Management Studies	• Certificate in Social Service (CSS)	Practice Teacher Award (PTA)	Any teaching qualification
Care NVQ Level 4	• Diploma in Management Studies	• Certificate of Qualification in Social Work (CQSW)	Introduction to Practice Teaching ("5 day") Award	Any qualification in assessment of work-based learning other than social work
Caring for Children & Young People NVQ Level 3		• Letter of Comparability to the CQSW issued by CCETSW to social workers trained outside the United Kingdom	Other Post-Qualifying Social Work Award	Any other relevant professional qualification
Any Learning Disability Awards Framework (LDAF) qualification		• Courses recognised by the Association of Psychiatric Social Workers (AAPSW) which lead to membership of the association		Any other qualification relevant to the social care sector
A1, A2 or other Assessor NVQ		• Courses recognised by the Institute of Medical Social Workers which lead to eligibility for registration of an associate of the institute (AIMA or AMIA)		Any other qualification relevant to the job role
V1 or other Internal Verifier NVQ		• Probation Certificate or satisfactory completion of courses recognised by the Recruitment and Training Committee		
L20 or other Mentoring NVQ		• Certificate in Social Work issued by the Council for Training in Social Work		
Other health and care-related NVQ(s) including:		• Certificate in Child Care or Home Office Letter of Recognition in Child Care		
• Blood Donors Support Level 2		• Any other UK or non-UK social work qualification approved by any of the social care regulatory councils of the UK		
• Promoting Independence Level 3				
• Diagnostic and Therapeutic Support Level 3				
• Dialysis Support Level 3				
Basic Skills qualification at Entry Level				
Basic Skills qualification at Level 1				
Basic Skills qualification at Level 2				

