

# Workforce Development Fund

Appendix 2: Guidance on completing the National Minimum Data Set for Social Care (NMDS-SC) for compliance with the Workforce Development Fund

**2011-12**

## Introduction

**A key requirement to claim funding last year was to complete the NMDS-SC inline with the requirements set out below. To aid organisations this year we have decided that any establishment that met the NMDS-SC eligibility criteria from last years funding cycle will be eligible to claim funding from the Workforce Development Fund until 30 September 2011.**

Otherwise for an establishment to be eligible for the Workforce Development Fund in 2011-12, the following three criteria must be met:

1. An establishment which has completed an NMDS-SC organisational record before 1 April 2011 must fully update its organisational data.
2. The establishment must fully complete individual NMDS-SC worker records for a minimum of 90% of its total workforce (this includes any staff who are not care-providing).
3. Individual records for workers completed before 1 April 2011 which are included in the 90% calculation must be both fully completed and updated.

Those establishments who remained eligible up until the 30 September 2011 through having achieved eligibility in 2010-11 will need to meet the criteria above after the 30 September 2011. Any establishment who has updated as per the requirements of the above criteria will retain eligibility for the full financial year.

The purpose of this guidance is to define these three criteria and explain how compliance will be assessed and checked.

This guidance does not apply to people who employ their own care and support staff (direct employers). For 2011-12, they will only need to complete or update their 'location' record.

## Achieving compliance

Once a week, the NMDS-SC system will check that the relevant data has been completed or updated, and will produce an internal weekly report listing all compliant establishments. Compliance is achieved when all three of the above criteria are met, on or after 1 April 2011 and before 31 March 2012.

It is acceptable for an establishment to complete or update different parts of the NMDS-SC on different dates, as long as the first update is on or after 1 April 2011 and the last update is before 31 March 2012. Compliance will only be achieved when all three criteria are met **at one**

**given point.** For example, the 90% calculation could change if the numbers of workers in the organisational record are subsequently altered. Care should therefore be taken to ensure that late-entered data does not affect already-met criteria.

## Eligibility Criterion 1

### Full completion or updating of the organisational part of the NMDS-SC return

To be eligible for the Workforce Development Fund in 2011-12:

- Establishments which have completed an NMDS-SC organisational record before 1 April 2011 must **fully update** their organisational data once, on or after 1 April 2011.
- Establishments which have not completed an NMDS-SC organisational return before 1 April 2011 must **fully complete** one, on or after 1 April 2011.

**Full** completion or updating means that **each** of the following data items must be either completed, or updated on or after 1 April 2011, so as to accurately reflect the position at the establishment on the completion date:

- 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 past 12 months
- Numbers of vacancies
- Reasons for leaving
- Destination of leavers

The NMDS-SC system will check that these data items have been completed. Establishments which have not done so will not be eligible for the 2011-12 Workforce Development Fund.

## Eligibility Criterion 2

### Full completion of individual NMDS-SC worker records for 90% of workers

The 90% is calculated on the **total number of workers** in the establishment's organisational record. The total is calculated by adding together the number of directly employed permanent and temporary staff and the number of any staff not directly employed (i.e. agency, bank and pool workers, students, voluntary workers and others) who were present on the completion date. The completion date must be on or after 1 April 2011 and before 31 March 2012.

Individual worker records must be completed for 90% or more of this total. The NMDS-SC system will check that the number of individual worker records equals or exceeds 90% of the total as defined above, and does not exceed 100% of this total. Any establishment which submits individual worker records for less than 90% of this total will not be eligible for the 2011-12 Workforce Development Fund.

Larger establishments should note that no rounding up of decimal places will be used in the 90% calculation. For example, an establishment with 160 permanent staff, 2 temporary staff and 15 agency staff, i.e. a total of 177 workers, must complete individual worker returns for a minimum of 160 of these, i.e. 90.40%. If only 159 individual worker returns were submitted, the percentage calculation would be 89.83%, which would be below 90% and therefore would be ineligible.

### Eligibility Criterion 3

#### Full completion or updating of the individual worker records

**Full** completion or updating means that the following data items **must** be either completed, or updated on or after 1 April 2011, so as to accurately reflect the worker's details on the completion date, in **each** individual worker record which contributes to the 90% figure.

- 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
- Qualifications held

The NMDS-SC system will check that these data items have been completed or updated on or after 1 April 2011 in **each** of the individual worker records submitted which contributes to the 90% total. Establishments which have not done so will not be eligible for the 2011-12 Workforce Development Fund.

Additionally the NMDS-SC provides important statistical information to various stakeholders in the social care sector. We would encourage organisations to complete the following data items to improve the benefits that the organisation itself and the sector receives from the data within NMDS-SC. The data items should be completed, or updated on or after 1 April 2011, in each individual worker record.

- National Insurance Number
- Home postcode
- Ethnic origin
- Country of birth
- Date of arrival in UK (if applicable)
- Disability
- Qualifications working towards
- Date first employed in social care

**Please note in addition to meeting the NMDS-SC requirements you are also required to fully complete a WDF Partnership form, which is available to download from the Skills for Care website:**

<http://www.skillsforcare.org.uk/nmsruntime/saveasdialog.aspx?IID=8906&slD=2208>

**Further advice and guidance can be found in the form of our complete guidance document:**

<http://www.skillsforcare.org.uk/nmsruntime/saveasdialog.aspx?IID=8890&slD=2212>

**The NMDS-SC Help Desk can help with any NMDS-SC queries. Telephone 0845 873 0129.**

Improvements have been made to the NMDS-SC 'My Worker List' report following feedback from employers to make the process of completing and updating the NMDS-SC easier. The report now includes a full list all of all workers at an establishment highlighting in red where there are missing data items for each individual worker. A similar report to highlight any gaps or errors in the organisational part of the NMDS-SC record will be available from June 2011. For both worker and organisational records the date on which the last update was made will be displayed on each page.

These reports are only available to an employer who is logged into their account.