

Skills for Care: Workforce Development Funding (WDF) New Partner information

What is WDF?

WDF is available for those working in Adult Social Care. It works by funding QCF units in order to support the continued professional development of the sector. Cambridgeshire and Peterborough Care Brokerage (CPCB) holds the contract to distribute funding in the Cambridgeshire and Peterborough region.

Eligibility criteria

In order to access funding you must meet the following criteria:

- Be an Adult Social Care employer with employees working in Cambridgeshire/Peterborough
- Meet the NMDS requirements (further information from page 13)
- Complete, sign and submit a new partnership form (page 4)

What can I claim for?

Funding is paid on completion of QCF & NVQ units.

All units under the Diploma routes for levels 2, 3 and 5 (Adults) are now available for funding. A full list of acceptable units can be found later in this document (page 5-12)

Funding for QCF units are paid per credit not per unit, at a value of £8.50 per credit.

NVQ Health & Social Care units completed, assessed and verified from 1st January 2011 are also currently available for funding. These are paid at £68 per unit.

How do I claim?

Once you have met the eligibility criteria you are ready to start submitting evidence. The evidence required are copies of the QCF/NVQ unit summary sheets which must include the following information:

- Unit number
- The candidate's name, signature, date and registration number
- Assessors name, signature and date
- IV name, signature and date

The deadline for submission of NVQ/QCF units for the current funding year is 16th March 2012. This will be last opportunity to claim for QCF units that have been completed, assessed and verified in 2011 and ALL NVQ units.

Please note: Funding is allocated on a first-come-first-served basis so do submit any completed QCF units at your opportunity. To enable new members to join the Partnership throughout the year, and ensure an equitable spread of funding across the region, there is currently a maximum claim limit of £3500 per registered NMDS establishment. This will be reviewed as the funding year progresses.

The claims process

On a monthly basis claims from all members are collated and submitted to Skills for Care. Once these have been returned to us (approx. 6 weeks) we will contact you to let you know what units have been agreed and give reason for any units that have been rejected. At this point we will also request an invoice from you.

When do I need to send evidence?

Claims are collated and submitted to Skills for Care on a monthly basis. Please send evidence to us as soon as it is available via the contact details below:

Ruth Heard
Brokerage Coordinator
Quality and Workforce Development
Cambridgeshire County Council
Box CC1311, Castle Hill
Cambridge, CB3 0AP

Tel: 01223 699319 **Fax:** 01223 507171

Mobile: 07747 762739

email: ruth.heard@cambridgeshire.gov.uk

Questions

If you have any questions about WDF, please do not hesitate to contact us via the details above.

Alternatively, a list of answers to FAQs is available on the SfC website:

www.skillsforcare.org.uk/faq.aspx and select Skills for Care funding (Workforce Development Fund).



Please return this page to the address below with your Partnership Form

Further information requested

In order for us to evidence the type of employer that is accessing WDF funding we would kindly request that you complete a few questions about your service.

Type of Service:

(e.g. home care, residential supportive living, supportive living, etc)

People that use your service:

(e.g. Older People, Learning Disability, etc)

Number of staff employed:

QCF Training Provider(s):

Please return to:

Ruth Heard
Brokerage Coordinator
Quality and Workforce Development
Cambridgeshire County Council
Box CC1311, Castle Hill
Cambridge, CB3 0AP

Tel: 01223 699319 **Fax:** 01223 507171

Mobile: 07747 762739

email: ruth.heard@cambridgeshire.gov.uk

WDF Partnership Membership Form 2011/2012

NMDS-SC ID

To be completed by each member of the partnership and returned to the lead partner for submission to Skills for Care

Your Organisation Name (NMDS-SC Reg Name)

Your Contact Name Number of Employees in your organisation

Name of Partnership you are joining

Your NMDS-SC Registered Address

Town City

Postcode

Phone Number Fax number

Email

If your contact details are different from above please provide your details below

Town City

Post Code

Phone Number Fax number

Email Address

Members Declaration

My organisation/business is a member of this partnership and we are happy for the lead partner to enter into a contract on our behalf.

I understand that the Skills for Care funding is a contribution towards the cost of individuals in my organisation achieving relevant qualification units and that if this is combined with any other funding source the total amount claimed will be equal to or less than the total cost incurred in achieving the units

I understand that I have responsibility to inform the lead partner of qualification units achieved and any relevant evidence/information that they need to maintain financial probity and a clear audit trail on funding spent

I understand that I am only able to claim for staff and/or volunteers working within this organisation

I understand that I must keep a clear audit trail of the funding received from Skills for Care

I understand that I will need to ensure that I have fully completed and or updated the required NMDS-SC data as below:

- o If updated between 1 April 2010 – 31 March 2011, I am eligible until 30 September 2011
- o If updated after 1 April 2011, I am eligible until 30 March 2012

Name

Position in Organisation

Signature

Date

A list of acceptable units that are eligible to be claimed within the Workforce Development Fund 2011-2012

Unit number	Unit title	Level	Credit
Dementia QCF units			
DEM 201	Dementia awareness	2	2
DEM 202	The person centred approach to the care and support of individuals with dementia	2	2
DEM 204	Understand and implement a person centred approach to the care and support of individuals with dementia	2	3
DEM 205	Understand the factors that can influence communication and interaction with individuals who have dementia	2	2
DEM 207	Understand equality, diversity and inclusion in dementia care	2	2
DEM 209	Equality, diversity and inclusion in dementia care practice	2	3
DEM 210	Understand and enable interaction and communication with individuals with dementia	2	3
DEM 211	Approaches to enable rights and choices for individuals with dementia whilst minimising risks	2	3
DEM 301	Understand the process and experience of dementia	3	3
DEM 302	Understand and meet the nutritional requirements of individuals with dementia	3	3
DEM 304	Enable rights and choices of individuals whilst minimising risk	3	4
DEM 305	Understand the administration of medication to individuals with dementia using a person centred approach	3	2
DEM 308	Understand the role of communication and interactions with individuals who have dementia	3	3
DEM 310	Understand the diversity of individuals with dementia and the importance of inclusion	3	3
DEM 312	Understand and enable interaction and communication with individuals who have dementia	3	4
DEM 313	Equality, diversity and inclusion in dementia care practice	3	4
End of Life QCF units			
HSC 2003	Provide support to manage pain and discomfort	2	2
HSC 2012	Support individuals who are distressed	2	3
HSC 2022	Contribute to the care of a deceased person	2	3
HSC 2024	Undertake agreed pressure area care	2	4
HSC 2028	Move and position individuals in accordance with their plan of care	2	4
HSC 3035	Support individuals who are bereaved	3	4
HSC 3048	Support individuals at the end of life	3	7

Learning Disability QCF units			
LD 201	Understand the context of supporting individuals with learning disabilities	2	4
LD 202	Support person centred thinking and planning	2	5
LD 203	Provide active support	2	3
LD 205	Principles of positive risk taking for individuals with disabilities	2	2
LD 206	Principles of supporting an individual to maintain personal hygiene	2	1
LD 206K	Principles of supporting individuals to maintain personal hygiene	2	1
LD 206C	Support individuals to maintain personal hygiene	2	2
LD 208K	Principles of supporting individuals with a learning disability to access healthcare	2	3
LD 208C	Contribute to supporting individuals with a learning disability to access healthcare	2	3
LD 210	Introductory awareness of autistic spectrum	2	2
LD 302	Support person centred thinking and planning	3	5
LD 303	Promote active support	3	5
LD 305	Understand positive risk taking for individuals with disabilities	3	3
LD 307	Principles of Supporting Individuals with Learning Disability Regarding Sexuality and Sexual Health	3	3
LD 308	Support individuals with a learning disability to access healthcare	3	3
LD 310	Understand how to support individuals with autistic spectrum conditions	3	3
LD 311K	Principles of supporting young people with a disability to make the transition to adulthood	3	3
LD 311C	Support young people with a disability to make the transition into adulthood	3	5
LD 312	Support parents with disabilities	3	6
LD 314K	Principles of self directed support	3	3
LD 314C	Support individuals with self directed support	3	5
LD 503	Lead active support	5	5
LD 504	Active support: Lead interactive training	5	4
LD 509	Promote access to healthcare for individuals with learning disabilities	5	6
LD 510	Promote good practice in the support of individuals with autistic spectrum conditions	5	7
Safeguarding QCF units			
HSC 024	Principles of safeguarding and protection in health and social care	2	3
P1	Safeguarding and protection of vulnerable adults	5	5
P5	Understand safeguarding of children and young people (for those working in the adult sector)	3	1
Management and Supervision QCF units			

O35	Manage induction processes for health and social care or children and young people's settings	4	3
O40	Lead and manage change in health and social care or children and young people's settings	5	6
O41	Manage inter-professional working arrangements in a health and social care or children and young people's settings	6	7
O42	Manage finance in health, social care or children and young people's settings	4	4
O1	Develop procedures and practice to respond to concerns and complaints	5	6
O3	Manage domiciliary services	5	6
O4	Lead the management of transitions	5	4
O16	Recruitment and selection within health and social care or children and young people's settings	4	3
O32	Lead positive behavioural support	7	10
O43	Monitor and manage quality in health, social care or children and young people's settings	5	5
MSC B1	Develop and evaluate operational plans for own area of responsibility	5	6
MSC E8	Manage physical resources	4	3
LM1a	Understand how to manage a team	4	3
LM2a	Understanding professional supervision practice	4	3
LM2c	Develop professional supervision practice in health, social care or children and young people's work settings	5	5
LM1c	Manage a team within a health and social care or children and young people's setting	6	7
M1	Develop health and safety and risk management policies procedures and practices in health and social care or children and young people's settings	5	5
M2a	Understand partnership working	4	1
M2c	Working in partnership in health and social care or children and young people's settings	4	4
M3	Manage health and social care practice to ensure positive outcomes for individuals	5	5
P1	Safeguarding and protection of vulnerable adults	5	5
P3	Lead and manage group living for adults	5	5
P5	Understand safeguarding of children and young people (for those working in the adult sector)	3	1
CCLD OP 5.12	Develop provision for family support	5	5

CCLD 5.25	Undertake a research project within services for health and social care or children and young people	5	10
HSCM1	Lead person centred practice	5	4
All other acceptable QCF Units			
SHC 21	Introduction to communication in health, social care or children's and young people's settings	2	3
SHC 22	Introduction to personal development in health, social care or children's and young people's settings	2	3
SHC 23	Introduction to equality and inclusion in health, social care or children's and young people's settings	2	2
SHC 24	Introduction to duty of care in health, social care or children's and young people's settings	2	1
HSC 25	The role of the health and social care worker	2	2
HSC 26	Implement person centred approaches in health and social care	2	5
HSC 27	Contribute to health and safety in health and social care	2	4
HSC 28	Handle information in health and social care settings	2	1
SHC 31	Promote Communication in health, social care or children's and young people's settings	3	3
SHC 32	Engage in personal development in health, social care or children's and young people's settings	3	3
SHC 33	Promote equality and inclusion in health, social care or children's and young people's settings	3	2
SHC 34	Principles for implementing duty of care in health, social care or children's and young people's settings	3	1
HSC 36	Promote person centred approaches in health and social care	3	6
HSC 37	Promote and implement health and safety in health and social care	3	6
HSC 38	Promote good practice in handling information in health and social care settings	3	2
SHC 51	Use and develop systems that promote communication	5	3
SHC 52	Promote professional development	4	4
SHC 53	Champion equality, diversity and inclusion	5	4
HSC 2001	Provide support for therapy sessions	2	2
HSC 2002	Provide support for mobility	2	2
HSC 2004	Contribute to monitoring the health of individuals affected by health conditions	2	2
HSC 2005	Support individuals to carry out their own health care procedures	2	2
HSC 2006	Support participation in learning and development activities	2	3
HSC 2007	Support independence in the tasks of daily living	2	5
HSC 2008	Provide support for journeys	2	2
HSC 2010	Provide support for leisure activities	2	3

HSC 2011	Support individuals to access and use information about services and facilities	2	3
HSC 2013	Support care plan activities	2	2
HSC 2014	Support individuals to eat and drink	2	2
HSC 2015	Support individuals to meet personal care needs	2	2
HSC 2016	Support individuals to manage continence	2	3
HSC 2017	Provide agreed support for foot care	2	3
HSC 2019	Gain access to the homes of individuals, deal with emergencies and ensure security on departure	2	2
HSC 2023	Contribute to supporting group care activities	2	3
HSC 2025	Support individuals undergoing healthcare activities	2	3
HSC 2026	Obtain and test capillary blood samples	3	4
HSC 2027	Obtain and test specimens from individuals	2	2
HSC 2029	Meet food safety requirements when providing food and drink for individuals	2	2
HSC 2030	Provide support for sleep	2	2
HSC 2031	Contribute to support of positive risk taking for individual	2	3
HSC 3001	Contribute to raising awareness of health issues	3	4
HSC 3002	Provide support to continue recommended therapies	3	3
HSC 3003	Provide support to maintain and develop skills for every day life	3	4
HSC 3004	Facilitate learning and development activities to meet individual needs and preferences	3	5
HSC 3007	Support the development of community partnerships	4	5
HSC 3008	Implement therapeutic group activities	3	4
HSC 3010	Support individuals to develop and run support groups	3	3
HSC 3012	Prepare to support individuals within a shared lives arrangement	3	4
HSC 3013	Support individuals to access and use services and facilities	3	4
HSC 3014	Provide support for individuals with a shared lives arrangement	3	5
HSC 3019	Support individuals in their relationships	3	4
HSC 3020	Facilitate person centred assessment, planning, implementation and review	3	6
HSC 3021	Understand theories of relationships and social networks	4	3
HSC 3022	Support Individuals to live at home	3	4
HSC 3023	Support individuals to manage their finances	3	3
HSC 3024	Support individuals to access and manage direct payments	4	6
HSC 3027	Support individuals to access housing and accommodation services	3	4
HSC 3028	Support individuals to deal with personal relationship problems	3	4
HSC 3029	Support individuals with specific communication needs	3	5
HSC 3033	Support individuals during a period of change	3	4

HSC 3034	Support individuals to prepare for and settle in to new home environments	3	3
HSC 3038	Work in partnership with families to support individuals	3	4
HSC 3045	Promote positive behaviour	3	6
HSC 3046	Introduction to personalisation in social care	3	3
HSC 3047	Support use of medication in social care settings	3	5
HSC 3049	Prepare environments and resources for use during healthcare activities	2	3
HSC 3050	Prepare for and carry out extended feeding techniques	3	4
HSC 3051	Undertake tissue viability risk assessments	3	3
HSC 3052	Undertake physiological measurements	3	3
HSC 3053	Obtain venous blood samples	3	3
HSC 3054	Undertake urethral catheterisation processes	3	4
HSC 3055	Identify the physical health needs of individuals with mental health needs and plan appropriate actions	4	5
HSC 3056	Support families in maintaining relationships in their wider social structures	3	4
HSC 3057	Work with families, carers and individuals during times of crisis	4	5
HSC 3058	Enable individuals with behavioural difficulties to develop strategies to change their behaviour	3	8
HSC 3061	Help individuals address their substance use through an action plan	3	4
HSC 3062	Interact with and support individuals using telecommunications	3	5
HSC 3065	Implement the positive behavioural support model	4	8
HSC 3066	Support positive risk taking for individuals	3	4
PD OP 2.1	Understand physical disability	2	2
PD OP 2.2	Work with other professionals and agencies to support individuals with a physical disability	2	3
PD OP 2.3	Understand the impact of acquired brain injury on individuals	2	3
PD OP 2.4	Support families of individuals with acquired brain injury	2	3
PD OP 3.1	Understand physical disability	3	3
PD OP 3.2	Work with other professionals and agencies to support individuals with physical disabilities	3	3
PD OP 3.3	Understand the impact of acquired brain injury on individuals	3	3
PD OP 3.4	Support families who are affected by acquired brain injury	3	3
PD OP 3.5	Support families who have had a child with a disability	3	3
SS MU 2.1	Introductory awareness of sensory loss	2	2
SS OP 2.1	Introductory awareness of models of disability	2	2
SS OP 2.2	Support effective communication with individuals with a sensory loss	2	3

SS OP 2.3	Contribute to the support of individuals with multiple conditions and / or disabilities	2	3
SS OP 2.4	Contribute to supporting individuals in the use of assistive technology	2	3
SS OP 2.5	Support individuals to negotiate environments	2	4
SS MU 3.1	Understand sensory loss	3	3
SS OP 3.1	Understand models of disability	3	3
SS OP 3.2	Promote effective communication with individuals with sensory loss	3	4
SS OP 3.3	Support individuals with multiple conditions and / or disabilities	3	4
SS OP 3.4	Support individuals in the use of assistive technology	4	4
SS OP 3.5	Support the assessment of individuals with sensory loss	3	3
SS OP 3.6	Support the promotion of awareness of sensory loss	3	3
SS OP 3.7	Support individuals to access education, training or employment	4	4
SS OP 3.8	Enable individuals to negotiate environments	3	5
SS 5.1	Assess the individual in a health and social care setting	5	6
SS 5.2	Promote awareness of sensory loss	5	3
SS 5.3	Support the use of assistive technology	5	4
SS 5.4	Explore models of disability	5	5
SS 5.5	Support individuals with sensory loss with communication	5	5
SS 5.6	Support individuals with multiple conditions and / or disabilities	5	5
O20c	Facilitate the development of effective group practice in health and social care or children and young peoples settings	5	6
O30c	Facilitate coaching and mentoring in health and social care or children and young people settings	5	6
ADVO 301	Purpose and principles of independent advocacy	3	4
ADVO 302	Providing independent advocacy support	3	6
ADVO 303	Maintaining the independent advocacy relationship	3	6
ADVO 304	Responding to the advocacy needs of different groups of people	3	6
ADVO 305	Providing Independent Mental Capacity advocacy	4	12
ADVO 306	Independent Mental health advocacy	4	7
ADVO 307	Providing Independent Advocacy management	4	11
ADVO 310	Providing Independent mental capacity Advocacy – deprivation of liberty safeguards	4	5
CMH 301	Understand mental well being and mental health promotion	3	3
CMH 302	Understand mental health problems	3	3
ACT 201	Understand activity provision within social care	2	2
ACT 202	Understand the benefits of engaging in activities in social care	2	2
ACT 204	Understand the delivery of activities in social care	2	2
ACT 206	Therapeutic approaches for activity provision in social care	2	2

ACT 208	Understanding the benefits of reminiscence as an activity	2	2
ACT 301	Coordination of activity provision in social care	3	5
ACT 307	Equality and diversity in activity provision	3	3
ACT 207	Community involvement in activity provision	3	3
ACT 304	Understand the effects of ageing in activity provision	3	2
ACT 305	Activity provision in dementia care	3	3
ACT 306	Specialist activity provision in social care	3	2
ASM1	Recognise indications of substance misuse and refer individuals to specialists	3	4
ASM3	Support individuals who are substance users	3	7
ASM4	Identify and act upon immediate risk of danger to substance misusers	3	4
ASM5	Provide services to those affected by someone else's substance misuse	3	4
ASM8	Increase awareness about drugs, alcohol or other substances with individuals and groups	3	7
ASM9	Test for substance use	3	5
ASM11	Carry out initial assessments to identify and prioritise the needs of substance misusers	3	5
ASM12	Carry out comprehensive substance misuse assessment	3	5
ASM15	Assist with the transfer of individuals who misuse substances between agencies and services	3	1
ASM18	Support individuals through detoxification programmes	3	3
ASM 24	Develop and sustain effective working relationships with staff in other agencies	3	4
ASM 34	Administer Medication to individuals and monitor the effects	3	5
ASM 35	Supply and exchange injecting equipment for individuals	3	3
DIB 201	Diabetes awareness	3	6
DIB 202	Understand the risks associated with diabetes emergencies	3	3
DIB 203	Diabetes prevention and early detection	3	2
DIB 212	Basic awareness of diabetes	2	2
DIB 302	Understand conditions associated with diabetes	3	3
FSN 201	Contribute to promoting nutrition and hydration in health and social care settings	2	4
FSN 301	Promote nutrition and hydration in health and social care settings	3	4
ICO1	The Principles of Infection Prevention and Control	2	3
ICO1	Causes and spread of infection	2	2
ICO3	Cleaning, Decontamination and Waste Management	2	2
L2EFAW	Emergency first aid skills	2	1

NVQ units can be claimed until 30 March 2012

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

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.