

# Workforce Development Fund 2015 – 16

Appendix 1: Requirements for completing the National Minimum Data Set for Social Care (NMDS-SC) for compliance with the Workforce Development Fund



## Introduction

For an establishment to be eligible for the Workforce Development Fund in 2015-2016, the following three requirements must be met:

1. An establishment must fully complete or update its organisational data on or after 1 April 2015.
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 2015 which are included in the 90% calculation must be both fully completed and updated.

Any establishment who has updated as per the above requirements will retain eligibility until 31 March 2016.

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

This guidance does not apply to people who employ their own care and support staff (individual employers).

## Achieving compliance

A weekly check will take place to identify newly compliant establishments.

Compliance is achieved when all three of the above requirements are met, on or after 1 April 2015 and before 31 March 2016.

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 2015 and the last update is before 31 March 2016. Compliance will only be achieved when all three requirements 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.

## Requirement 1

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

To be eligible for the Workforce Development Fund in 2015-16:

- Establishments which have completed an NMDS-SC organisational record before 1 April 2015 must **fully update** their organisational data once, on or after 1 April 2015
- Establishments which have not completed an NMDS-SC organisational return before 1 April 2015 must **fully complete** once, on or after 1 April 2015.

**Full completion or updating** means that **each** of the following data items must be either completed, or updated on or after 1 April 2015, 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 Workforce Development Fund 2015-16.

## Requirement 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 2015 and before 31 March 2016.

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 Workforce Development Fund 2015-16.

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.

### **Requirement 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 2015, 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
- Completion of the Care Certificate
- Qualifications held

The NMDS-SC system will check that these data items have been completed or updated on or after 1 April 2015 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 Workforce Development Fund 2015-16.

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 2015, 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

### **Reports to help you identify whether you meet the NMDS-SC requirements for WDF**

Following feedback from employers to make the process of completing and updating the NMDS-SC easier there are two reports 'My WDF NMDS-SC requirements report' and "Parent Workforce Development Fund NMDS-SC Requirements Report" which have been developed. These are live reports that will detail whether establishments meet the NMDS-SC requirements for claiming WDF by checking the data and showing whether the establishments are eligible or not eligible. Links are available within these reports to help you see where there are gaps in your data.

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

### **Further support**

If you have any queries relating to the NMDS-SC requirements for claiming WDF, please contact the NMDS-SC support service on: **0845 873 0129** or [nmds-support@skillsforcare.org.uk](mailto:nmds-support@skillsforcare.org.uk).