

**nmds-sc™**  
national minimum  
data set for social care



## Updating Worker Information For Establishments with an NMDS-SC Number

November 2009  
Version 1

**T R I B A L**

**cwdc**  
Part of the Sector Skills Council,  
Skills for Care and Development

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## Introduction

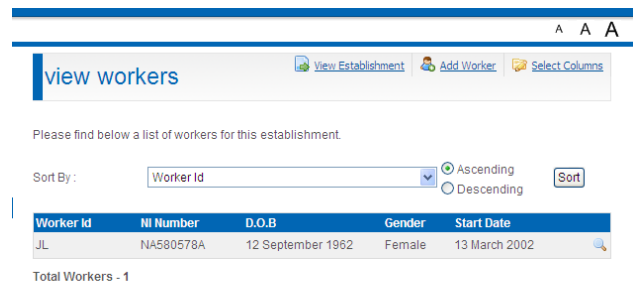
See the “Quick Start Guide” for details of how to log into NMDS-SC Online for the first time. Once you are logged in you will see a menu on the left hand side of the screen, which you use to navigate to the different parts of the system.

This “User Guide” will take you through the part of the system that holds information about your workers. This is the information that you provided to Sfc in the Questionnaire for employees/workers. You may not yet have provided information on your workers – if that is the case this User Guide also covers how to add workers through NMDS-SC Online,

To begin click the “My Workers” tab on the Menu items

- [home](#)
- [news](#)
- [about us](#)
- [resources](#)
- [research](#)
- [my establishment](#)
- [my workers](#)
- [users](#)
- [reports](#)
- [help](#)
- [changes to the dataset](#)
- [logout](#)

If you have already provided information to NMDS-SC about your workers you are presented with a list of workers. “Worker ID” for each worker may say “Not provided” – this is because NMDS-SC does not collect information such as the names of workers so this data was not entered. However, you will be able to provide an identifier (i.e. the employee name or initials or an employee reference number) for your own convenience



view workers [View Establishment](#) [Add Worker](#) [Select Columns](#)

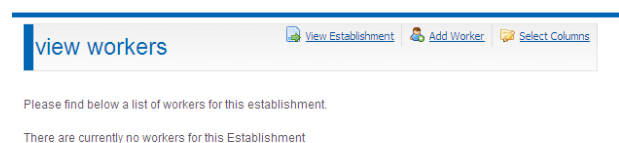
Please find below a list of workers for this establishment.

Sort By:   Ascending  Descending

Worker Id	NI Number	D.O.B	Gender	Start Date
JL	NA580578A	12 September 1962	Female	13 March 2002

Total Workers - 1

If you have not yet provided information to NMDS-SC about your workers you will see a screen like the one on the right – from here you can start to add workers using the “Add Worker” link.



view workers [View Establishment](#) [Add Worker](#) [Select Columns](#)


Please find below a list of workers for this establishment.

There are currently no workers for this Establishment

For each worker there are three “blocks” of information

1. Personal and Employment details
2. Other Job Roles and Working Arrangements
3. Qualifications

This guide introduces each of these “blocks” in order, providing guidance on how to update and add information. Note that, in practice, it is not necessary for you to follow this order when updating your worker information.

To view the 3 blocks of information for each worker click on the  magnifying glass link for each individual worker.

## 1. Personal Details and Employment Details

### Details for each Worker

To update the information click on the edit button in the bottom right-hand corner.



Details	
National Insurance Number	NA580578A
Gender	Female
Worker's Date Of Birth	12/09/1962
Worker's Home Postcode	Not Provided
Disability	No
Ethnic Origin	White - British
Induction Training	Achieved
Employment status	Permanently employed
Experience	2002
Continuity	No breaks exceeding 12 months
Additional Hours worked	Not Provided
Sickness	Not Provided
Start Date	13/03/2002
Recruitment	Adult care sector: private or voluntary sector
Status of Main Job Role	Full-time
Salary	Hourly £9.65
Registered Provision	0000071204
Contracted Hours of work	30
Main job role	Senior Management

## Editing personal details

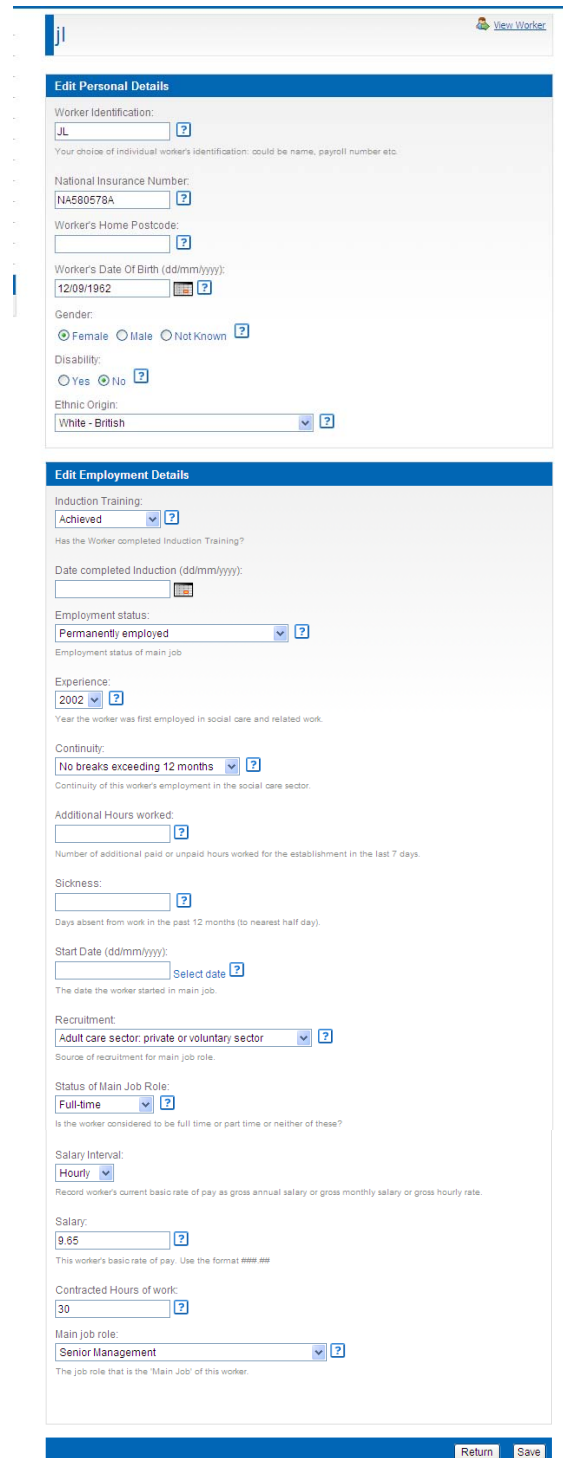
You are now in the edit screens, the first section is personal details. Here you should add your “Worker Identification” if not present. This information is not passed to Skills for Care and is not included in any reports – it is strictly for your own convenience.

You can also update/correct any of the other details already present, adding any missing information as you go along.

## Editing Employment Details

Edit/amend or add details of employment as necessary. Much of this information is “drop down” lists. To access these click on the arrow at the side of each box

e.g. if the worker is paid hourly their salary interval should be set to “hourly” and the hourly rate of pay entered in the salary box **WITHOUT** the pound sign.



The screenshot shows a web interface for editing worker details. It is divided into two main sections: 'Edit Personal Details' and 'Edit Employment Details'.

**Edit Personal Details:**

- Worker Identification:** A text box containing 'JL'.
- National Insurance Number:** A text box containing 'NA580578A'.
- Worker's Home Postcode:** An empty text box.
- Worker's Date Of Birth (dd/mm/yyyy):** A date picker showing '12/09/1982'.
- Gender:** Radio buttons for 'Female' (selected), 'Male', and 'Not Known'.
- Disability:** Radio buttons for 'Yes' and 'No' (selected).
- Ethnic Origin:** A dropdown menu showing 'White - British'.

**Edit Employment Details:**

- Induction Training:** A dropdown menu showing 'Achieved'.
- Date completed Induction (dd/mm/yyyy):** An empty date picker.
- Employment status:** A dropdown menu showing 'Permanently employed'.
- Experience:** A dropdown menu showing '2002'.
- Continuity:** A dropdown menu showing 'No breaks exceeding 12 months'.
- Additional Hours worked:** An empty text box.
- Sickness:** An empty text box.
- Start Date (dd/mm/yyyy):** A date picker with a 'Select date' button.
- Recruitment:** A dropdown menu showing 'Adult care sector: private or voluntary sector'.
- Status of Main Job Role:** A dropdown menu showing 'Full-time'.
- Salary Interval:** A dropdown menu showing 'Hourly'.
- Salary:** A text box containing '9.65'.
- Contracted Hours of work:** A text box containing '30'.
- Main job role:** A dropdown menu showing 'Senior Management'.

At the bottom right of the form, there are two buttons: 'Return' and 'Save'.

When you have finished adding/amending this page please click save in the bottom right-hand corner. Click return to go back to the main worker page.

## 2. Other Job Roles and Working Arrangements

### About other Job Roles

A workers Main Job Role is included in the Employment Details block. However the worker may perform additional job roles even for a small part of the time.

### Working Arrangements

Working arrangements provide the NMDS-SC with information about the patterns of work within the workforce, such as job sharing and flexi-time.

To edit the above sections please click on the edit button at the bottom right-hand side of the screen.

other job roles and working arrangements

Job Role Name
No data found.

Arrangement Type
No data found.

[Edit](#)

Qualification Name	Year Achieved
Health and Social Care NVQ level 2	2004
Health and Social Care NVQ level 3	2005
Health and Social Care NVQ level 4	2008
Registered Managers (Adults) NVQ level 4	2008
Any other qualification relevant to social care	2009
Notes: Moving and handling	
Any other qualification relevant to the job role	2009
Notes: SAFE HANDLING OF MEDICINES	

[Edit](#)

### Adding/Amending Other Job Roles

Select a job role by clicking the down arrow and then click the ADD button on the right hand side.

You can delete other job roles by clicking the DELETE button alongside that job role.

jj [View Worker](#)

If this worker does any other type(s) of work for the care-providing business/organisation operating at this establishment, even if only for a small part of the time, tick the job role(s) which best describe these other job(s). See the help page attached to this screen for explanations of each of the 27 possible job roles. Local authorities and NHS organisations only. If known please provide the SSD001 Line number or NHS Occupation Code for these jobs.

Other job roles	Options
Senior Care Worker	<a href="#">Delete</a>
Please select <input type="text"/>	<a href="#">Add</a>

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. Flexible working does not include regular shift work

Working arrangements	Applicable?
Flexitime (flexible working hours)	<input type="checkbox"/>
Annualised hours contract	<input checked="" type="checkbox"/>
Term time working	<input type="checkbox"/>
Vacation working	<input type="checkbox"/>
Home working	<input type="checkbox"/>
Job sharing	<input type="checkbox"/>
A nine-day fortnight	<input type="checkbox"/>
A four-and-a-half day week	<input type="checkbox"/>
Zero hours contract	<input type="checkbox"/>
Some other arrangement	<input type="checkbox"/>
Not known if any of the above apply	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

[Return](#) [Save](#)

### Adding/Amending Working Arrangements

Use the tick boxes to add any relevant working arrangements for this worker.

You can also click on a tick (which will un-tick the box) to remove a working arrangement type for that worker.

When finished adding/removing please click the save button and then click the return button.

### 3. Qualifications

#### Viewing Qualifications

Any information about qualifications that you have already provided will be displayed in the qualifications list.

To update this information click the edit button.

qualifications

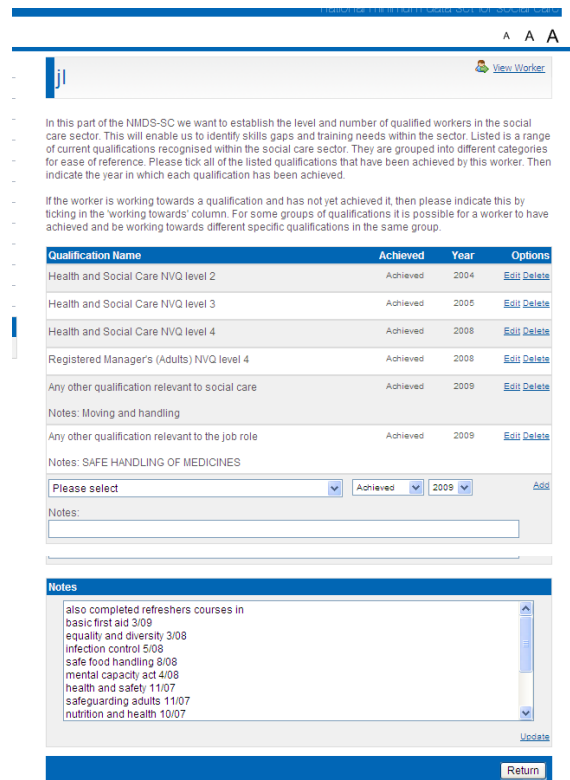
Qualification Name	Year Achieved
Health and Social Care NVQ level 2	2004
Health and Social Care NVQ level 3	2005
Health and Social Care NVQ level 4	2008
Registered Manager's (Adults) NVQ level 4	2008
Any other qualification relevant to social care	2009
Notes: Moving and handling	
Any other qualification relevant to the job role	2009
Notes: SAFE HANDLING OF MEDICINES	

#### Updating and Adding Qualifications

You can edit and delete Qualifications in the list or you can add new ones by clicking on the drop down arrow and selecting the relevant qualification, select working towards or achieved and add an achieved date. If you want to add particular notes about this qualification ONLY type in the notes box and then click the add button.

NOTE: The notes for each qualification must be entered prior to clicking the add button.

If you would like to add general notes about this worker you can type in the large notes box and click update.



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. Listed is a range of current qualifications recognised within the social care sector. They are grouped into different categories for ease of reference. 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 ticking in the 'working towards' column. For some groups of qualifications it is possible for a worker to have achieved and be working towards different specific qualifications in the same group.

Qualification Name	Achieved	Year	Options
Health and Social Care NVQ level 2	Achieved	2004	<a href="#">Edit</a> <a href="#">Delete</a>
Health and Social Care NVQ level 3	Achieved	2005	<a href="#">Edit</a> <a href="#">Delete</a>
Health and Social Care NVQ level 4	Achieved	2008	<a href="#">Edit</a> <a href="#">Delete</a>
Registered Manager's (Adults) NVQ level 4	Achieved	2008	<a href="#">Edit</a> <a href="#">Delete</a>
Any other qualification relevant to social care	Achieved	2009	<a href="#">Edit</a> <a href="#">Delete</a>
Notes: Moving and handling			
Any other qualification relevant to the job role	Achieved	2009	<a href="#">Edit</a> <a href="#">Delete</a>
Notes: SAFE HANDLING OF MEDICINES			

Please select  Achieved  2009  Add

Notes:

Notes

also completed refreshers courses in  
 basic first aid 3/09  
 equality and diversity 3/08  
 infection control 5/08  
 safe food handling 8/08  
 mental capacity act 4/08  
 health and safety 11/07  
 safeguarding adults 11/07  
 nutrition and health 10/07

Update

Return

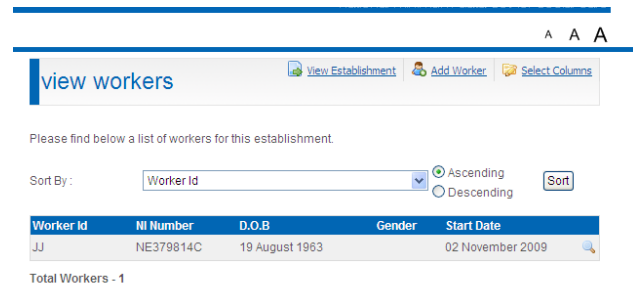
The note box under each qualification and the large note box is for your use only and will not be used by Skills for Care in any of their analysis.

When you have completed this page click return.

## 4. Changing the Worker List

### Selecting Columns

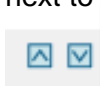
To add further selected columns to your worker list click on the “Select Columns” link top right hand corner  
(The default is shown here)



### Editing Column Selection

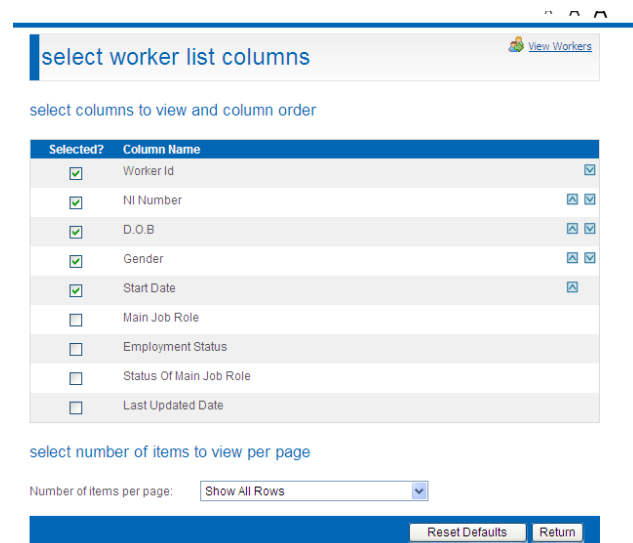
You can add or remove the columns you see on your worker list by ticking the box next to each column name.

To change the order from left to right on the view workers page click the up and down arrows next to the column name you want to move.



The top of the list relates to the left hand side of the view workers page.

This is an automatic change when you return to the view worker page.



## Select Number of Items to View Per Page

If you have a lot of worker you can choose to reduce the number of records shown per page on the view workers page.

Click on the down arrow next to “number of items per page” and select which option you require. This is an automatic change when you return to the view workers page.

select columns to view and column order

Selected?	Column Name	
<input checked="" type="checkbox"/>	Worker Id	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ni Number	<input type="checkbox"/>
<input checked="" type="checkbox"/>	D.O.B	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Gender	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Start Date	<input type="checkbox"/>
<input type="checkbox"/>	Main Job Role	
<input type="checkbox"/>	Employment Status	
<input type="checkbox"/>	Status Of Main Job Role	
<input type="checkbox"/>	Last Updated Date	

select number of items to view per page

Number of items per page: Show All Rows

- Show 10 Rows
- Show 25 Rows
- Show 50 Rows
- Show 100 Rows
- Show All Rows

[Reset Defaults](#) [Return](#)

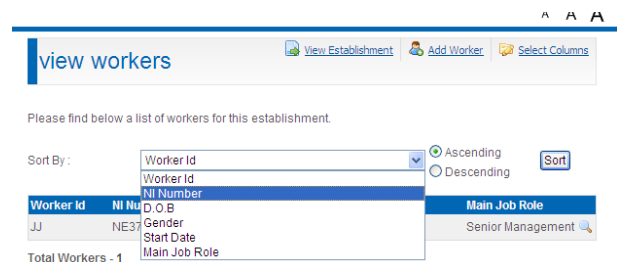
## Sorting the Worker List

You can sort the data on the view workers page by any of the columns you have chosen to display.

From the “Sort By” drop down box select the column you wish to sort by.

Click on Ascending or Descending and click “Sort”.

Ascending is A-Z or 0-9 and Descending is Z-A or 9-0.



view workers [View Establishment](#) [Add Worker](#) [Select Columns](#)

Please find below a list of workers for this establishment.

Sort By: Worker Id  Ascending  Descending [Sort](#)

Worker Id	Ni No	D.O.B	Gender	Main Job Role
JJ	NE37			Senior Management

Total Workers - 1