

nmds-sc™
national minimum
data set for social care



Guidance for Using Reports

How to use the “My Establishment Report”

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When you have completed or updated your NMDS-SC, you can ask NMDS-SC Online to produce an Establishment Report for your establishment. This feeds back to you the NMDS-SC information you have provided about your establishment and compares it with similar information from a comparator group consisting of establishments providing the same type of main service as yours, in the same Skills for Care region as yours.

You can use your Establishment Report in many ways, for example:

1. Access to TSI Funding
2. Workforce Planning
3. Retention and Recruitment
4. Staff Training
5. Marketing your services and market intelligence

1. Access to Training Support Implementation Funding (TSI) from Skills for Care

Employers seeking TSI funding are required to provide their NMDS-SC number. This number is shown on your Establishment Report, on the first page under *Key Numbers and Dates*.

2. Workforce Planning

This is about looking ahead, planning your future workforce to meet future demands, identifying gaps in provision and estimating future recruitment costs. It's also about planning future services, for example in consultation with Commissioners of services. Your Establishment Report shows you how many workers you have by staff groups, together with numbers of vacancies, starters and leavers in the past 12 months. Also shown are your staff vacancy and turnover rates, the numbers of agency staff, work experience students and volunteers you have, and the proportion of these to your employees. These can be useful when planning recruitment and assessing learning requirements.

The report of your staff by gender and age will alert you to staff coming up to retirement and whether the gender report fits the needs of people who need services in your care. Do you need to recruit more male staff, for example? It can also help you to model your future workforce, taking into account trends in demand and local population information (you can get this from the Office of National Statistics (ONS) website: www.statistics.gov.uk).

Does your ethnicity report mirror your local community? Should you be actively seeking to recruit more workers from a specific ethnic group? If you have staff with a disability, how are you supporting them?

How do your pay rates compare? If you are part of a larger regional or national organisation this information could help you make a case for increasing salaries or thinking about other benefits you could offer your staff. You can see percentages of staff working full or part time, how many have flexible working arrangements and how long staff have been employed in Social Care.

3. Retention and Recruitment

The Establishment Report shows you your vacancy levels and where you recruit staff from. If the majority come from other social care organisations, perhaps you are offering the sort of pay and benefits which potential staff find attractive. If you see that staff are leaving for jobs with other social care employers, there may be issues for you to address in terms of pay and conditions. The comparator information relating to pay and working arrangements could be indicators. Could these explain why advertisements do not attract a good response?

4. Staff Training

The information on currently held qualifications – NVQ, Registered Managers Award and others – for each staff group can help you plan your training requirements and provide evidence for funding applications. You can use the information on the training, qualifications and learning needs of your staff groups to calculate the cost of staff training for the next financial year.

Any potential funding source, including Skill for Care through Training Support Partnership Implementation (TSI) Funding will require some information about your workforce, how many staff need training and what qualifications they need to have. For European Social Fund (ESF) or other funding you may be required to provide a workforce plan, detailing information about staff training and qualification levels. If you're thinking about working towards Investors in People (IIP) or other quality benchmarking, specific information on your staff qualification levels will be required.

5. Marketing your Services and Market Intelligence

Potential users of your service will want to know that the staff looking after them are well trained, their training is current, that staff turnover is reasonable and that they won't be looked after by a procession of new workers. You can include your NMDS-SC staff turnover and vacancy rates and training levels in marketing materials.

You can use your Establishment Report to identify your strengths and weaknesses against the comparator group of similar providers, and take action accordingly.