

What is the Bulk Upload Tool?

The Bulk Upload Tool allows employers to quickly and efficiently provide large amounts of workforce information to the NMDS-SC Online without the need for manual data entry. This gives employers easy access to the range of benefits associated with NMDS-SC Online.

The new Bulk Upload Tool functionality is mainly aimed at Local Authorities and large private and voluntary employers who wish to submit their NMDS-SC data on behalf of multiple subsidiary establishments. However, the tool is also available to single-establishment employers who wish to use it.

What are the benefits of the Bulk Upload Tool?

The Bulk Upload tool is designed to help employers with many employees, upload their workforce information at the same time. It can be used to enter information for the first time or to update information already provided.

If your establishment is a head office with subsidiaries, you can register head office as a 'Parent' so that your subsidiaries can link themselves to it. As a parent you can upload all of your subsidiaries data rather than doing this individually. Once the data has been uploaded, these subsidiaries can then be given user permission to update their own records on NMDS-SC Online. Alternatively the individual subsidiaries can create their own establishment record.

What do you need to consider before you get started?

- Using new bulk upload functionality requires the employer to register with NMDS-SC Online as a 'bulk upload user' and as a 'parent organisation' if the employer wishes to administer data on behalf of multiple subsidiary establishments.
- Employers will need to provide separate Organisation and Worker data files compliant with a defined technical specification (samples are available). This is the same information required when manually entering data on NMDS-SC Online and includes services provided, number of workers, their main job roles and their qualifications.
- The technical specification states that all the data needs to be collated in a specific manner and then saved in CSV (comma-separated variable) format.
- Employers may need to liaise with their IT department in order to collate the information required into the correct format for Skills for Care to upload.
- All data that is provided using the Bulk Upload functionality will overwrite anything employers already have on NMDS-SC Online.

If you are still unsure whether you should be using the Bulk Upload Tool to input your establishment information or that of your subsidiaries please contact the NMDS-SC Helpdesk on **0845 873 0129**