

Bulk Uploading Data Items (BUDI) Worker Data

July 2018
Version 26

Introduction

When uploading a worker file the organisation file must be uploaded at the same time.

A worker file can be used to create or update the data of a worker for your account or your subsidiary accounts if you are a parent account with full ownership of your subsidiary data.

The LOCALESTID must be present and must match that of your organisation file so the system knows which account the workers should be attached to. The UNIQUEWORKERID must be present for all workers, to change this for existing worker records you must change this manually by logging into your account (parent account if you have ownership for your subsidiaries). For new worker records the UNQUEWORKERID should be set within your CSV file.

The status column should be set as described below to tell the system what you want to happen with the record but any worker record that already exists within the system must be included otherwise the system will automatically delete them. Leading zeros can either be entered or ignored for example main job role 01;02 you could enter 1;2 if preferred.

Any field set to “mandatory for all workers” must be included otherwise your bulk upload will fail. The DISPLAYID is what you will see when looking at individual worker records online and can be anything you wish to make it easier for you to identify individual workers. Skills for Care do not use this field for any purposes and is purely for your use.

All validation rules below must be followed; any data that does not follow the specific rules will be ignored.

If your files fail validation you can look at a full summary report (on your bulk upload page) this will tell you firstly the errors that the system has encountered and then the warnings. Errors must be corrected to enable your file to pass validation, warnings will let you upload but will mean that certain data within your file has been ignored as it does not fall in line with the rules set up for that particular question. It is vital that you read these warnings and decide whether they should be corrected before upload or whether you want to work through them at a later stage. If you decide to work through the warnings at a later stage please note that it will leave blanks in your data. Remember to save the full summary report for future reference before carrying on with your upload.

Changes Index (2018)

Updated INDSTATUS – induction status option 2 has been removed. See Page 7

Updated EMPLSTATUS – employment status options changed from 1-9 to 1-7. See Page 9

Updated MAINJOBROLE – main job role options changed from 1 – 36 to 1 – 41. See Page 10

Updated OTHERJOBROLE – other job roles options changed from 1 – 36 to 1 – 41. See Page 11

LOCALESTID	Maximum 50 characters	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
The LOCALESTID is set at establishment level and this column must match your organisational file. It is this entry that determines which establishment the worker record sits with.					
UNIQUEWORKERID	Maximum 50 characters Must be unique	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
This is a unique identifier that you set for each of your workers. Initially this is set in the system for you and to change this number you must log into your account and edit the identifiers on the relevant screen.					
CHGUNIQUEWRKID	This column needs to be inserted onto the CSV only if you wish to change a worker UNIQUEWORKERID .				
STATUS	Must be one of: DELETE, UPDATE, NOCHANGE, NEW UNCHECKED, CHGSUB	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>To ensure the system knows how you want each worker record treating you must include a status for every worker record in your file. The LOCALESTID and UNIQUEWORKERID fields must be present regardless of what status you select in this question. DELETE = Delete this worker – no further data required UPDATE = Update this worker record replacing all data already in system with the data in this file. – All required fields must be complete UNCHECKED = This worker record has not been checked – the system will leave all data already held against this worker and not update it. NOCHANGE = This worker record has been checked and is up to date. All data will remain the same but will be counted as updated NEW = This is a completely new record and will be created on import – all required fields must be completed CHGSUB = This can be used when moving a worker record between one subsidiary and another. (it is vital that the LOCALESTID is also changed to reflect the new subsidiary)</p>					

DISPLAYID	Maximum 120 characters				
This display id is to help you identify which worker record belongs to which worker, this can be anything you want it to be to help with identification when using the online system. Skills for Care do not use this identifier and can only be seen by yourself and the Helpdesk staff in case you require our assistance.					
NINUMBER	Must be 9 characters				
The 9 characters must be in the correct format of AB123456C. The format will be checked and ignored if incorrect. The NI number is only used to check the worker is not duplicated within NMDS-SC					
POSTCODE	Maximum 10 characters				
This is the home postcode of the worker. Postcodes are checked against the PAF (postcode address file) and if incorrect will be ignored.					
DOB	Must be in date format dd/mm/yyyy		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
The date of birth of a worker must be between 14 and 100 years ago.					
GENDER	Must be a number 1, 2 or 3		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
1 = Male 2 = Female 3 = Unknown					

ETHNICITY	Must be a number 31 to 47, 98 or 99 from the list below			Mandatory for Local Authority submissions	
<p>White 31 – English/Welsh/Scottish/Northern Irish/British 32 – Irish 33 – Gypsy or Irish Traveller 34 – Any other white background</p> <p>Mixed/Multiple ethnic Group 35 – White and Black Caribbean 36 – White and Black African 37 – White and Asian 38 – Any other Mixed/multiple ethnic background</p>	<p>Asian/Asian British 39 – Indian 40 – Pakistani 41 – Bangladeshi 42 – Chinese 43 – Any other Asian background</p>	<p>Black/African/Caribbean/Black British 44 – African 45 – Caribbean 46 – Any other Black/African/Caribbean background</p>	<p>Other 47 – Arab 98 – Any other ethnic group 99 – Not known</p>		
NATIONALITY	Must be one of the numbers from the country list at appendix B		Mandatory for Claiming Funding		
<p>For UK (including Britain, Wales, Scotland, Northern Island, Channel Islands or Isle of Man) use code 826. If you do not know whether your worker is British or not use code 998 If you know your worker is NOT British but do not know the exact Country use code 999</p>					
BRITISHCITIZENSHIP	Must be a number 1, 2 or 999				
<p>If not British does this worker hold British Citizenship? 1= Yes 2 = No 999 = Not known</p>					

COUNTRYOFBIRTH	Must be one of the numbers from the country list at appendix B				
<p>For UK (including Britain, Wales, Scotland, Northern Island, Channel Islands or Isle of Man) use code 826. If you do not know whether your worker was born in the UK or not use code 998 If you know they were NOT born in UK but do not know the exact Country of birth use code 999</p>					
YEAROFENTRY	Must be a four digit year i.e. 1995				
<p>The year of entry cannot be before the date of birth. Ignore this question if the COUNTRYOFBIRTH is UK and it can be left blank if year is unknown</p>					
DISABLED	Must either be 0 or 1				
<p>0 = no disability 1 = has disability</p>					
INDSTATUS	Must be a number 1 or 3		Mandatory for Claiming Funding		
<p>1 = induction complete 3 = not applicable</p>					
INDDATE	Must be in date format dd/mm/yyyy				
<p>Only complete this answer if you have selected No. 1 above. This date cannot be in future</p>					
CARECERT	Must be a number 1, 2 or 3		Mandatory for Claiming Funding		
<p>1 = Yes 2 = No 3 = In progress</p>					

CARECERTDATE	Must be in date format dd/mm/yyyy			
Only complete this if you have selected No. 1 above. This date cannot be in future.				
RECSOURCE	Must be a number 1 – 16 from list below		Mandatory for Claiming Funding	
01 - Adult Care Sector – Local Authority 02 - Adult Care Sector – Private or voluntary sector 03 - Children’s sector – Local Authority 04 – Children’s sector – Private or voluntary sector 05 – Health sector 06 – Retail sector 07 – Other sector 08 – Internal promotion or transfer or career development		09 – From abroad 10 – Not previously employed 11 – Returner 12 – Agency 13 – Student work experience or placement 14 – Volunteering or voluntary work 15 – Other sources 16 – Not known		
STARTDATE	Must be in date format dd/mm/yyyy		Mandatory for Claiming Funding	
If you do not know the exact day your worker started working in his/her main job please set the day to the 1 st of the month.				
STARTINSECT	Must be a four digit year ie. 1995			
This date will be ignored if less than year from DOB plus 16 years. It will also be ignored if later than INDDATE or STARTDATE years and must not be in future				
APPRENTICE	Must be a number 1, 2 or 999			
1 – Yes 2 – No 999 – Not known				

EMPLSTATUS	Must be a number 1 – 7 from list below		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
1 – Permanent 2 – Temporary 3 – Pool or bank 4 – Agency 5 – Student			6 – Volunteer 7 – Other		
FULLTIME	Must be a number 1, 2 or 3		Mandatory for Claiming Funding		
1 = Full time 2 = Part-time 3 = Neither					
ZEROHRCONT	Must be a number 1, 2 or 999		Mandatory for Claiming Funding		
For each worker select whether they are on Zero-hours contract or not. 1 – Yes 2 – No 999 – Not known					
DAYSSICK	Number with decimal point to nearest half day i.e. 6.5		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
Days absent due to injury or sickness in the last 12 months from completion date. This figure will be ignored if greater than 365. If you do not know if or how many days sick this worker has had over the last 12 months prior to completion please enter code 999.					
SALARYINT	Must be a number 1, 3 or 4		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
1 = annual salary 3 = hourly rate 4 = unpaid					

SALARY	Annual salary of up to 9 digits e.g 12000		Mandatory for Claiming Funding (if selected annual salary above)	Mandatory for Local Authority submissions (if selected annual salary above)	
This is the annual salary of your worker. Please only fill this question in if you have selected No. 1 above.					
HOURLYRATE	Must be a decimal number i.e. 5.00 or 6.75		Mandatory for Claiming Funding (if selected hourly rate above)	Mandatory for Local Authority submissions (if selected hourly rate above)	
This is the hourly rate of your worker. Please only fill this question in if you have selected No. 3 above					
MAINJOBROLE	Must be a number 1 – 41 see job roles appendix A		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
Please select from the list at appendix A one of the 35 job roles that match your workers main job.					
MAINJRDESC	Maximum 120 characters				
Only complete this question if you have selected job role 23 or 27 above					
CONTHOURS	Number with decimal point to nearest half hour i.e. 6.0, 27.5		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>This number will be ignored if greater than 65</p> <p>This number will be ignored if worker is full-time and hours are less than 24 unless set to zero</p> <p>This number will be ignored if worker is part-time and hours are greater than 40</p> <p>If you do not know this worker's contracted hours please enter 999.</p>					

ADDLHOURS	Number with decimal point to nearest half hour i.e. 6.0, 27.5		Mandatory for Claiming Funding (if applicable)		
<p>This is additional hours your worker worked last week This number will be ignored if greater than 65 Ignored if more than twice CONTHOURS above unless CONTHOURS is zero If you do not know whether this worker has any additional hours worked over the last 7 days please enter 999</p>					
OTHERJOBROLE	Must be a number 1 – 41 see job roles appendix A		Mandatory for Claiming Funding (if applicable)		
<p>Please select from the list at appendix A any other job roles that your worker may undertake in your organisation. This list must be separated by semi colons if more than one selected.</p>					
OTHERJRDESC	Maximum of 120 characters per description				
<p>Only complete this section if you have selected job roles 23 or 27 above in OTHERJOBROLE. Please note these must match the order of OTHERJOBROLE and be separated by semi colons i.e. if you enter 06;10;23 in OTHERJOBROLE you must put ;;gardener as your answer in OTHERJRDESC. The two semi colons tell the system that the description refers to the number 23 and not the number 06 or 10. Similarly if you entered 06;23;10 in OTHERJOBROLE you would enter ;gardener; in OTHERJRDESC.</p>					
NMCREG	Must be a number 1 – 5 as per below list				
<p>Only complete this section if you have selected job role 16 above in MAINJOBROLE or OTHERJOBROLE</p> <ul style="list-style-type: none"> 01 – An Adult Nurse 02 – A Mental Health Nurse 03 – A Learning Disabilities Nurse 04 – A Children’s Nurse 05 – An “Enrolled” Nurse 					

NURSESPEC	Select all that apply from the list of Specialist area below				
<p>Only complete this section if you have selected job role 16 above in MAINJOBROLE or OTHERJOBROLE</p> <p>01 – Older people (Including dementia, elderly care and end of life care) 05 – Community Care 02 – Adults 06 – Others 03 – Learning Disability 07 – Not Applicable 04 – Mental Health 08 – Not Known</p>					
SCQUAL	Must be one of the numbers below. If 1 (Yes) is entered then the level should follow		Mandatory for Claiming Funding (if the worker has not achieved qualifications)	Mandatory for Local Authority submissions (if the worker has not achieved any qualifications)	
<p>Please select one of the following 1 = Yes followed by semi colon and the level i.e. 1;4 = yes they have a social care qualification at level 4 2 = No 999 = Not Known</p>			<p>Available levels 0 = Entry Level 1 = Level 1 2 = Level 2 3 = Level 3 4 = Level 4</p>	<p>5 = Level 5 6 = Level 6 7 = Level 7 8 = Level 8 or above 999 = Level not known</p>	
NONSCQUAL	Must be one of the numbers below. If 1 (Yes) is entered then the level should follow		Mandatory for Claiming Funding (if the worker has not achieved qualifications)	Mandatory for Local Authority submissions (if the worker has not achieved any qualifications)	
<p>Please select one of the following 1 = Yes followed by semi colon and the level i.e. 1;4 = yes they have a Non-social care qualification at level 4 2 = No 999 = Not Known</p>			<p>Available levels 0 = Entry Level 1 = Level 1 2 = Level 2 3 = Level 3 4 = Level 4</p>	<p>5 = Level 5 6 = Level 6 7 = Level 7 8 = Level 8 or above 999 = Level not known</p>	

NOQUALWT	Must be either blank or have the number 1 in				
Filling in this question with a number 1 means that this worker is not working towards qualifications. If the worker is working towards a qualification this question must be left blank.					
QUALWT	Must be one of the numbers from the qualifications list at appendix C				
Please select from the list at appendix C any qualifications that your worker is working towards. This list must be separated by semi colons i.e if your worker is working towards (02) H & S Care NVQ level 3 and (38) Any other qualification relevant to the job role you would put 02;38. If you do not know whether this worker is working towards any qualifications please enter 999. (NOQUALWT must be blank for the system to accept code 999)					
QUALWTNOTES	Maximum 120 characters per note				
You can use this box to make notes on all the qualifications being worked towards that you have selected above. The notes must be separated by semi colons and in the same order as QUALWT. i.e. using the example above you would type "whatever notes you wanted on NVQ level 3; whatever notes you wanted on the any other qualification"					
QUALACH01	Must be one of the numbers from the qualifications list at appendix C followed by the date achieved				
Please select from the qualifications list at appendix C the appropriate qualification that this worker has achieved followed by the year, these must be separated by a semi colon i.e. (01) Health and Social Care NVQ level 2 achieved in 2010 would be entered in this column as 01;2010 You can only add one qualification in this column, further qualifications can be added below.					
QUALACH01NOTES	Maximum 120 characters				
Type any notes in here that you wish to make about the qualification mentioned above. This column can be left blank					
QUALACH02	Must be one of the numbers from the qualifications list at appendix C followed by the date achieved				
If your worker has achieved more than one qualification use this box to add the second qualification using the same rules as in QUALACH01					

QUALACH02NOTES	Maximum 120 characters				
Type any notes in here that you wish to make about the qualification mentioned above. This column can be left blank					
QUALACH03	Must be one of the numbers from the qualifications list at appendix C followed by the date achieved				
If your worker has achieved more than two qualifications use this box to add the third qualification using the same rules as in QUALACH01					
QUALACH03NOTES	Maximum 120 characters				
Type any notes in here that you wish to make about the qualification mentioned above. This column can be left blank					
<p>IF YOUR WORKER HOLDS MORE THAN THREE QUALIFICATIONS YOU CAN NOW INSERT COLUMNS, THESE MUST MATCH THE FORMAT OF THE ABOVE QUALIFICATION COLUMNS AND BE NUMBERED IN ORDER STARTING WITH QUALACH04 FOLLOWED BY QUALACH04NOTES. THE NOTES COLUMN MUST BE INCLUDED EVEN IF YOU ARE LEAVING IT BLANK. YOU CAN ADD UP TO 99 QUALIFICATIONS IF REQUIRED.</p>					

Appendix A - Job Roles – Used as a value in **MAINJOBROLE** and **OTHERJOBROLE**

01	Senior Management	19	Childcare Worker or Childcare Assistant
02	Middle Management	20	Teacher (Qualified)
03	First Line Management	21	Educational Assistant
04	Registered Manager (Only CQC registered services)	22	Technician
05	Supervisor	23	Other Job roles directly involved in providing care
06	Social Worker	24	Managers and staff care – related but not care – providing
07	Senior Care Worker	25	Administrative/Office staff not care-providing
08	Care Worker	26	Ancillary staff not care providing
09	Community, Support and Outreach Work	27	Other job roles not directly involved in providing care
10	Employment Support	34	Activities worker or co-ordinator
11	Advice, Guidance and Advocacy	35	Reviewing & Safeguarding Officer
12	Educational Support	36	Occupational Therapist Assistant
13	Youth Offending Support	37	Nursing Associate
14	Counsellor	38	Nursing Assistant
15	Occupational Therapist	39	Assessment Officer
16	Registered Nurse	40	Care Coordinator
17	Allied Health Professional (not Occupational Therapist)	41	Care Navigator
18	Nursery Nurse		

Appendix B – Country Codes must be used in **NATIONALITY** and **COUNTRYOFBIRTH**

CODE	COUNTRYNAME	CODE	COUNTRYNAME	CODE	COUNTRYNAME	CODE	COUNTRYNAME
4	Afghanistan	76	Brazil	212	Dominica	624	Guinea-Bissau
248	Aland Islands	86	British Indian Ocean Territory	214	Dominican Republic	328	Guyana
8	Albania	96	Brunei Darussalam	218	Ecuador	332	Haiti
12	Algeria	100	Bulgaria	818	Egypt	334	Heard Island and McDonald Islands
16	American Samoa	854	Burkina Faso	222	El Salvador	336	Holy See (Vatican City State)
20	Andorra	108	Burundi	226	Equatorial Guinea	340	Honduras
24	Angola	116	Cambodia	232	Eritrea	344	Hong Kong
660	Anguilla	120	Cameroon	233	Estonia	348	Hungary
10	Antarctica	124	Canada	231	Ethiopia	352	Iceland
28	Antigua and Barbuda	132	Cape Verde	238	Falkland Islands (Malvinas)	356	India
32	Argentina	136	Cayman Islands	234	Faroe Islands	360	Indonesia
51	Armenia	140	Central African Republic	242	Fiji	364	Iran Islamic Republic of
533	Aruba	148	Chad	246	Finland	368	Iraq
36	Australia	152	Chile	250	France	372	Ireland
40	Austria	156	China	254	French Guiana	376	Israel
31	Azerbaijan	162	Christmas Island	258	French Polynesia	380	Italy
44	Bahamas	166	Cocos (Keeling) Islands	260	French Southern Territories	388	Jamaica
48	Bahrain	170	Colombia	266	Gabon	392	Japan
50	Bangladesh	174	Comoros	270	Gambia	832	Jersey
52	Barbados	178	Congo	268	Georgia	400	Jordan
112	Belarus	180	Congo Democratic Republic of the	276	Germany	404	Kenya
56	Belgium	184	Cook Islands	288	Ghana	296	Kiribati
84	Belize	188	Costa Rica	292	Gibraltar	408	Korea Democratic People's Republic of
204	Benin	384	Cote d'Ivoire	300	Greece	410	Korea Republic of
60	Bermuda	191	Croatia	304	Greenland	995	Kosovo
64	Bhutan	192	Cuba	308	Grenada	414	Kuwait
68	Bolivia	531	Curacao	312	Guadeloupe	417	Kyrgyzstan
535	Bonaire, Saint Eustatius and Saba	196	Cyprus	316	Guam	428	Latvia
70	Bosnia and Herzegovina	203	Czech Republic	320	Guatemala	422	Lebanon
72	Botswana	208	Denmark	831	Guernsey	426	Lesotho
74	Bouvet Island	262	Djibouti	324	Guinea	430	Liberia

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CODE	COUNTRYNAME	CODE	COUNTRYNAME	CODE	COUNTRYNAME	CODE	COUNTRYNAME
434	Libya	540	New Caledonia	670	St Vincent and the Grenadines	834	Tanzania Untd Republic of
438	Liechtenstein	554	New Zealand	666	Saint Pierre and Miquelon	764	Thailand
440	Lithuania	558	Nicaragua	882	Samoa	626	Timor-Leste
442	Luxembourg	562	Niger	674	San Marino	768	Togo
446	Macao	566	Nigeria	678	Sao Tome and Principe	772	Tokelau
807	Macedonia the former Yugoslav Republic of	570	Niue	682	Saudi Arabia	776	Tonga
450	Madagascar	574	Norfolk Island	686	Senegal	780	Trinidad and Tobago
454	Malawi	580	Northern Mariana Islands	688	Serbia	788	Tunisia
458	Malaysia	578	Norway	690	Seychelles	792	Turkey
462	Maldives	512	Oman	694	Sierra Leone	795	Turkmenistan
466	Mali	586	Pakistan	702	Singapore	796	Turks and Caicos Islands
470	Malta	585	Palau	534	Sint Martin (Dutch part)	798	Tuvalu
584	Marshall Islands	275	Palestine, State of	703	Slovakia	800	Uganda
474	Martinique	591	Panama	705	Slovenia	804	Ukraine
478	Mauritania	598	Papua New Guinea	90	Solomon Islands	784	United Arab Emirates
480	Mauritius	600	Paraguay	706	Somalia	826	United Kingdom
175	Mayotte	604	Peru	710	South Africa	840	United States
484	Mexico	608	Philippines	239	South Georgia and the South Sandwich Islands	581	US Minor Outlying Islands
583	Micronesia Federated States of	612	Pitcairn	728	South Sudan	999	Unknown
498	Moldova	616	Poland	724	Spain	858	Uruguay
492	Monaco	620	Portugal	144	Sri Lanka	860	Uzbekistan
496	Mongolia	630	Puerto Rico	654	St Helena Ascension & Tristan da Cunha	548	Vanuatu
499	Montenegro	634	Qatar	736	Sudan	862	Venezuela
500	Montserrat	638	Reunion	740	Suriname	704	Viet Nam
504	Morocco	642	Romania	744	Svalbard and Jan Mayen	92	Virgin Islands British
104	Myanmar	643	Russian Federation	748	Swaziland	850	Virgin Islands U.S.
508	Mozambique	646	Rwanda	752	Sweden	876	Wallis and Futuna
516	Namibia	652	Saint Barthelemy	756	Switzerland	732	Western Sahara
520	Nauru	659	Saint Kitts and Nevis	760	Syrian Arab Republic	887	Yemen
524	Nepal	662	Saint Lucia	158	Taiwan Province of China	894	Zambia
528	Netherlands	663	Saint Martin (French part)	762	Tajikistan	716	Zimbabwe

Appendix C – Qualifications – Please note qualification level 4 plus have been grouped when selecting individual qualifications – when answering the high level qualifications questions you must state which level these relate to.

Code	Group	Qualification Name	Achievable until, or available from	Level	Pathway	Relevant to social care
1	NVQs	Health and Social Care NVQ	Achievable until 31/12/2012	2	n/a	Yes
2	NVQs	Health and Social Care NVQ	Achievable until 31/12/2012	3	n/a	Yes
3	NVQs	Health and Social Care NVQ	Achievable until 31/12/2012	4	n/a	Yes
4	NVQs	Care NVQ	Achievable until 31/01/2007	2	n/a	Yes
5	NVQs	Care NVQ	Achievable until 31/01/2007	3	n/a	Yes
6	NVQs	Care NVQ	Achievable until 31/01/2007	4	n/a	Yes
7	NVQs	Caring for Children & Young People (CYPA) NVQ	Achievable until 31/12/2012	3	n/a	Yes
8	Awards	Any Learning Disabled Awards Framework (LDAF) award	Achievable until 31/07/2010	n/a	n/a	Yes
9	NVQs	Other health and care-related NVQ(s)	Achievable until 31/12/2012	n/a	n/a	Yes
10	NVQs	Registered Manager's (Adults) NVQ	Achievable until 31/07/2011	4	n/a	Yes
11	NVQs	Registered Manager's (Children's) NVQ	Achievable until 31/07/2011	4	n/a	Yes
12	Awards	Other management awards		n/a	n/a	No
13	Assessor and mentoring	A1, A2 or other Assessor NVQ	Achievable until 31/12/2013	3	n/a	No
14	Assessor and mentoring	V1 or other Internal Verifier NVQ	Achievable until 31/12/2013	3	n/a	No
15	Assessor and mentoring	L20 or other Mentoring NVQ	Achievable until 31/12/2013	3	n/a	No
16	Degrees	Social Work degree (UK)		6	n/a	Yes
17	Diplomas	Social Work diploma or other approved UK or non-UK social work qualification		4 plus	n/a	Yes
18	Degrees	Combined Nursing & Social Work degree		6	n/a	Yes
19	Awards	Post-Qualifying Award in Social Work (PQSW) Part 1		4 plus	n/a	Yes
20	Awards	Advanced Award in Social Work (AASW)		7	n/a	Yes
21	Awards	Child Care Award (CCA)		4	n/a	No
22	Awards	Mental Health Social Work Award (MHSWA)		4 plus	n/a	Yes
23	Awards	Practice Teacher Award (PTA)		4	n/a	
24	Awards	Introduction to Practice Teaching ("5 day") Award		4	n/a	No
25	Awards	Mentor Award		4 plus	n/a	No
26	Awards	Other Post-Qualifying Social Work Award			n/a	Yes

Code	Group	Qualification Name	Achievable until, or available from	Level	Pathway	Relevant to social care
27	Any other qualification	Any professional Occupational Therapy qualification			n/a	Yes
28	Any other qualification	Any Registered Nursing qualification			n/a	Yes
29	Any other qualification	Any nursery nursing qualification			n/a	No
30	Any other qualification	Any childcare, preschool or play work qualification			n/a	No
31	Any other qualification	Any teaching qualification			n/a	No
32	Any other qualification	Any qualification in assessment of work-based learning other than social work			n/a	No
33	Any other qualification	Any other relevant professional qualification			n/a	No
34	Any other qualification	A Basic Skills qualification		E	n/a	No
35	Any other qualification	A Basic Skills qualification	Achievable until 31/08/2014	1	n/a	No
36	Any other qualification	A Basic Skills qualification	Achievable until 31/08/2014	2	n/a	No
37	Any other qualification	Any other qualification relevant to social care		n/a	n/a	Yes
38	Any other qualification	Any other qualification relevant to the job role		n/a	n/a	No
39	Any other qualification	Any other qualifications held		n/a	n/a	No
40	Any other qualification	Any other qualifications being worked towards		n/a	n/a	No
41	Awards	Supporting Activity Provision in Social Care		2	n/a	Yes
42	Certificate	Activity Provision in Social Care		3	n/a	Yes
43	Awards	Civil Contingencies	From 01/01/2011	4	n/a	No
44	Diplomas	Civil Contingencies	From 01/01/2011	4	n/a	No
45	Diplomas	Commissioning, Procurement and Contracting in Care Services	From 01/01/2011	3	n/a	Yes
46	Diplomas	Commissioning, Procurement and Contracting in Care Services	From 01/01/2011	5	n/a	Yes
47	Diplomas	Commissioning, Procurement and Contracting in Care Services	From 01/01/2011	7	n/a	Yes
48	Awards	Awareness of Dementia	From 01/09/2010	2	n/a	Yes
49	Awards	Awareness of Dementia	From 01/09/2010	3	n/a	Yes
50	Certificate	Dementia Care	From 01/09/2010	2	n/a	Yes
51	Certificate	Dementia Care	From 01/09/2010	3	n/a	Yes

Code	Group	Qualification Name	Achievable until, or available from	Level	Pathway	Relevant to social care
52	Awards	Emergency First Aid at Work	From 01/09/2008	2	n/a	No
53	Diplomas	Health and Social Care	From 01/01/2011	2	Generic pathway	Yes
54	Diplomas	Health and Social Care	From 01/01/2011	3	Generic pathway	Yes
55	Diplomas	Health and Social Care	From 01/01/2011	2	Dementia	Yes
56	Diplomas	Health and Social Care	From 01/01/2011	3	Dementia	Yes
57	Diplomas	Health and Social Care	From 01/01/2011	2	Learning Disabilities	Yes
58	Diplomas	Health and Social Care	From 01/01/2011	3	Learning Disabilities	Yes
59	Diplomas	Leadership in Health and Social Care and Children and Young People's Services (Level 5)	From 01/01/2011	5	Children and Young People's Residential Management	Yes
60	Diplomas	Leadership in Health and Social Care and Children and Young People's Services (Level 5)	From 01/01/2011	5	Children and Young People's Management	Yes
61	Diplomas	Leadership in Health and Social Care and Children and Young People's Services (Level 5)	From 01/01/2011	5	Children and Young People's Advanced Practice	Yes
62	Diplomas	Leadership in Health and Social Care and Children and Young People's Services (Level 5)	From 01/01/2011	5	Adults' Residential Management	Yes
63	Diplomas	Leadership in Health and Social Care and Children and Young People's Services (Level 5)	From 01/01/2011	5	Adults' Management	Yes
64	Diplomas	Leadership in Health and Social Care and Children and Young People's Services (Level 5)	From 01/01/2011	5	Adults' Advanced Practice	Yes
65	Certificate	Induction into Adult Social Care in Northern Ireland	From 01/01/2011	2	n/a	Yes
66	Certificate	Induction into Adult Social Care in Northern Ireland	From 01/01/2011	3	n/a	Yes
67	Certificate	Supporting Individuals with Learning Disabilities	From 01/01/2011	2	n/a	Yes
68	Certificate	Supporting Individuals with Learning Disabilities	From 01/01/2011	3	n/a	Yes
69	Diplomas	Learning, Development and Support Services	From 01/01/2011	5	Connexions pathway	Yes
70	Diplomas	Learning, Development and Support Services	From 01/01/2011	5	Learning Mentor pathway	Yes
71	Diplomas	Learning, Development and Support Services	From 01/01/2011	5	Education welfare pathway	Yes
72	Awards	Understanding Working with People with Mental Health Issues	From 01/01/2011	2	n/a	Yes
73	Certificate	Assisting and Moving Individuals in Social Care	From 01/01/2011	2	n/a	Yes

Code	Group	Qualification Name	Achievable until, or available from	Level	Pathway	Relevant to social care
74	Awards	Providing an Induction in to Assisting & Moving Individuals in Adult Social Care	From 01/01/2011	3	n/a	Yes
76	Certificate	Preparing to work in Adult Social Care	From 01/01/2011	2	n/a	Yes
77	Certificate	Preparing to work in Adult Social Care	From 01/01/2011	3	n/a	Yes
78	Certificate	The Children and Young People's Workforce	From 01/08/2010	2	n/a	No
79	Diplomas	The Children and Young People's Workforce	From 01/01/2011	3	Early learning and childcare	No
80	Diplomas	The Children and Young People's Workforce	From 01/01/2011	3	Social care	No
81	Diplomas	The Children and Young People's Workforce	From 01/01/2011	3	Learning development and support services	No
82	Assessor and mentoring	Any Assessor qualification	From 01/01/2011	n/a	n/a	No
83	Assessor and mentoring	Any Internal Verifier qualification	From 01/01/2011	n/a	n/a	No
84	Assessor and mentoring	Any Mentoring qualification	From 01/01/2011	n/a	n/a	No
85	Awards	Preparing to Work in Adult Social Care	From 01/01/2011	1	n/a	Yes
86	Awards	Award in Stroke Awareness	From 01/01/2011	2	n/a	Yes
87	Certificate	Certificate in Stroke Care Management	From 01/01/2011	3	n/a	Yes
88	Awards	Basic awareness of Diabetes	From 01/01/2011	2	n/a	Yes
89	Certificate	Working with individuals with Diabetes	From 01/01/2011	3	n/a	Yes
90	Awards	Food safety in health and social care and early years and childcare settings	From 01/01/2011	2	n/a	Yes
91	Awards	Promoting food safety and nutrition in health and social care or early years and childcare settings	From 01/01/2011	2	n/a	Yes
92	Awards	Introduction to Health, Social Care and Children's and Young People's Settings	From 01/01/2011	1	n/a	Yes
93	Certificate	Introduction to Health, Social Care and Children's and Young People's Settings	From 01/01/2011	1	n/a	Yes
94	Awards	Supporting Individuals with Learning Disabilities	From 01/10/2011	2	n/a	Yes
95	Awards	Supporting Individuals with Learning Disabilities	From 01/10/2011	3	n/a	Yes
96	Awards	Employment Responsibilities and Rights in Health, Social Care, Children and Young People's Settings	From 01/01/2010	2	n/a	Yes

Code	Group	Qualification Name	Achievable until, or available from	Level	Pathway	Relevant to social care
97	Awards	Delivering Inclusive Seated Recreational Physical Activities with Adults in Care and Community Settings	From 01/01/2010	2	n/a	Yes
98	Certificate	Delivering Chair-Based Exercise with Frailer Older Adults and Adults with Disabilities in Care and Community Settings	From 01/01/2012	2	n/a	Yes
99	Awards	Awareness of End of Life Care		2	n/a	Yes
100	Awards	Awareness of End of Life Care		3	n/a	Yes
101	Certificate	Working in End of Life care		3	n/a	Yes
102	Certificate	Leading and Managing Services to Support End of Life and Significant Life Events		5	n/a	Yes
103	Awards	Awareness of the Mental Capacity Act 2005	From 01/01/2013	3	n/a	Yes
104	Diplomas	Approved Mental Health Professional	From 01/01/2000	4 plus	n/a	Yes
105	Diplomas	Approved Social Worker	From 01/01/2000	4 plus	n/a	Yes
106	Awards	Promoting Employment in social care	From 01/01/2013	2	n/a	Yes
107	Award	Award in Supporting Individuals on the Autistic Spectrum		3	n/a	Yes
108	Certificate	Certificate in Supporting Individuals on the Autistic Spectrum		3	n/a	Yes
109	Diploma	Adult Care		4	n/a	Yes
110	Certificate	Adult Care		4	n/a	Yes
111	Awards	Any other social care relevant award	From 2018	n/a	n/a	Yes
112	Awards	Any other non-social care relevant award	From 2018	n/a	n/a	No
113	Certificate	Any other social care relevant certificate	From 2018	n/a	n/a	Yes
114	Certificate	Any other non-social care relevant certificate	From 2018	n/a	n/a	No
115	Diplomas	Any other social care relevant diploma	From 2018	n/a	n/a	Yes
116	Diplomas	Any other non-social care relevant diploma	From 2018	n/a	n/a	No