

nmds-scTM
national minimum
data set for social care



Adding/Deleting/Updating Worker Information

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Version 12

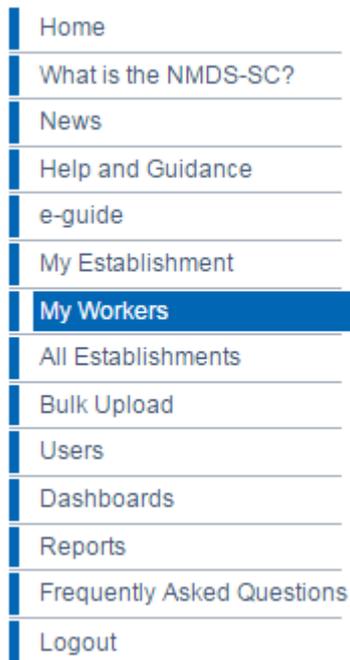
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Introduction

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. 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.

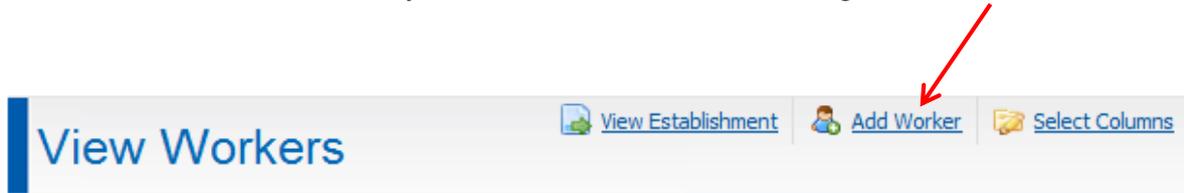


Begin by clicking on the ‘My workers’ tab on the left hand side menu.



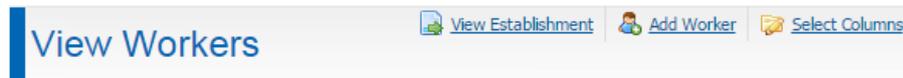
Adding a Worker Record

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



You will be taken into the main worker record to complete information about your worker.

If you have already provided information to NMDS-SC about your workers you are presented with a list of worker records that you can review and edit.



Please find below a list of workers for this establishment.

Sort By : Ascending Descending

Display Id	NI Number	D.O.B	Gender	Start Date	
Worker 9	NE103316C	16 September 1953	Female	27 September 2011	
Worker 8	NE101409C	28 April 1960	Male	01 June 2009	
Worker 7	NE104543C	26 January 1993	Female	01 October 2010	
Worker 6	NE107415C	16 January 1962	Female	12 September 2011	
Worker 5	NE107336C	29 October 1964	Female	01 November 1999	
Worker 3	NE102520C	06 April 1977	Male	29 January 2008	
Worker 2	NE107672C	02 May 1958	Female	18 March 2008	
Worker 1	NE100321C	28 November 1972	Female	12 August 2002	

Click on the magnifying glass on the right hand side to edit a worker record

Add Worker

[View Workers](#)

* must be completed

Personal Details

Worker Identification: ?
Your choice of individual worker's identification: could be name, payroll number etc.

National Insurance Number: ?

Worker's Home Postcode: ?

Worker's Date Of Birth (dd/mm/yyyy): ?

Gender:
 Female Male Not Known ?

Disability:
 Yes No ?

Ethnic Origin:
 ?

Worker's Nationality:
 British Not British Not Known

If Not British, Select Nationality:

If not British - does this worker hold British Citizenship?
 Yes No Not Known

Was Worker Born in UK (incl Britain, England, Wales, Scotland, Northern Ireland, Channel Islands, Isle Of Man)?:
 Yes No Not Known

If No, Select Country of Birth:

Select Country of Birth or "Unknown" if not known

Year of Arrival in UK:
 Unknown
Enter Year of Arrival in UK or tick "Unknown" if not known

In order to add a worker record, you will need to complete two parts. The first part asks for information regarding your workers personal details.

In addition to the mandatory fields you must complete one of four questions as a minimum, in order for the system to create a worker record.

These are:

- Worker Identification
- National insurance number
- Worker date of birth
- Start date (found under the employment details section)

The second part asks you to complete your workers employment details.

Edit Employment Details

Employment status:
Permanently employed [?]
Employment status of main job

Start Date (dd/mm/yyyy):
09/04/2012 [?]
The date the worker started in main job.

Recruitment:
Agency [?]
Source of recruitment for main job role.

Experience:
2011 [?]
Year the worker was first employed in social care and related work.

* Main job role:
Managers and staff care-related but not care-providing [?]
The job role that is the 'Main Job' of this worker.

Other job roles:
-- Please Select -- [?]
[Add other job role](#)

Zero-hours Contract:
 Yes No Not Known [?]

Contracted Hours of work:
0 [?] Not Known [?]

Additional Hours worked:
[?] Not Known [?]
Number of additional paid or unpaid hours worked for the establishment in the last 7 days.

Status of Main Job Role:
Full-time [?]
Is the worker considered to be full time or part time or neither of these?

Salary Interval:
Hourly [?]
Record worker's basic rate of pay as gross annual salary or gross hourly rate or unpaid

Rate of Pay:
10.00 [?]
Please enter hourly rate or gross salary and NOT FTE salary.

Sickness:
0 [?]
Days absent from work in the past 12 months (to nearest half day).

You can click on the question marks located next to each data item which provides guidance as to why skills for care collect and utilise this data

Once both sections have been completed, click 'Save/Update' at the bottom right hand corner of the screen to complete the worker record

By clicking the "save/update" button you are confirming that the information provided in this page is accurate and up to date.

* must be completed

Return

Save/Update

Updating/Editing a Worker Record

For each worker there are two “blocks” of information

1. Personal and Employment details
2. Learning and Development

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 2 blocks of information for each existing worker click on the magnifying glass link

 next to each individual worker listed on the ‘My Worker’ page.

View Workers

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

Please find below a list of workers for this establishment

Sort By :

Display Id

Ascending
 Descending

Sort

Display Id	NI Number	D.O.B	Gender	Start Date	
Worker 9	NE103316C	16 September 1953	Female	27 September 2011	
Worker 8	NE101409C	28 April 1960	Male	01 June 2009	
Worker 7	NE104543C	26 January 1993	Female	01 October 2010	
Worker 6	NE107415C	16 January 1962	Female	12 September 2011	
Worker 5	NE107336C	29 October 1964	Female	01 November 1999	
Worker 3	NE102520C	06 April 1977	Male	29 January 2008	
Worker 2	NE107672C	02 May 1958	Female	18 March 2008	
Worker 1	NE100321C	28 November 1972	Female	12 August 2002	

Editing Personal and Employment Details

Adam.Cheryl [View Establishment](#) [View Workers](#) [Delete](#)

In order for a record to be registered as having been updated, you need to check each section and click edit on the appropriate section if changes need to be made. Once changes have been made click save. If no changes are required you need to click the "section up to date" link under each section. This is the equivalent of an electronic signature stating you have checked and verify all data in that particular section is correct and up to date.

Please read the information at the top of this page.

Personal and Employment Details
last updated on 11/06/2014

This date tells you the last time you updated this section.

Details	
National Insurance Number	JK179127D
Gender	Female
Worker's Date Of Birth	08/10/1990
Worker's Home Postcode	WA9 5EX
Disability	No
Ethnic Origin	English / Welsh / Scottish / Northern Irish / British
Nationality	United Kingdom
British Citizen?	
Country Of Birth	United Kingdom
Year Of Arrival	
Employment status	Permanently employed
Start Date	10/06/2010
Recruitment	Not previously employed
Experience	2010
Main job role	Care Worker
Other job roles	
Zero-hours Contract	No
Contracted Hours of work	0
Additional Hours worked	0
Status of Main Job Role	Part-time
Rate of Pay	Hourly £6.45
Sickness	0
Section Up to Date	Edit

To update a worker's Personal and Employment Details, click on the 'Edit' button at the bottom right of this section.

If, after reviewing the information no data items have changed, click the 'Section up to Date' button located at the bottom left hand side of the screen. This will update the timestamp at the top of the page.

Editing Personal Details

* must be completed

Change Subsidiary

Select Subsidiary:

Edit Personal Details

Worker Identification:
 ?
Your choice of Individual worker's identification; could be name, payroll number etc.

National Insurance Number:
 ?

Worker's Home Postcode:
 ?

Worker's Date Of Birth (dd/mm/yyyy):
 ?

Gender:
 Female Male Not Known ?

Disability:
 Yes No ?

Ethnic Origin:
 ?

Worker's Nationality:
 British Not British Not Known

If Not British, Select Nationality:

If not British - does this worker hold British Citizenship?
 Yes No Not Known

Was Worker Born in UK (incl Britain, England, Wales, Scotland, Northern Ireland, Channel Islands, Isle Of Man)?:
 Yes No Not Known

If No, Select Country of Birth:

Select Country of Birth or "Unknown" if not known

Year of Arrival in UK:
 Unknown
Enter Year of Arrival in UK or tick "Unknown" if not known

This section is only available if you have parent status and own the data of your subsidiaries. This enables you to transfer workers between subsidiaries without the need to delete and recreate the record.

Here you should add your 'Worker Identification' if not already present. This information is not passed to Skills for Care and is not included in any reports – it is strictly for your own convenience.

In this section you will be able to update any of the workers personal details.

Editing Employment Details

Edit Employment Details

Employment status:
 [?](#)
Employment status of main job

Start Date (dd/mm/yyyy):
 [?](#)
The date the worker started in main job.

Recruitment:
 [?](#)
Source of recruitment for main job role.

Experience:
 [?](#)
Year the worker was first employed in social care and related work.

* Main job role:
 [?](#)
The job role that is the 'Main Job' of this worker.

Other job roles:
 [Add other job role](#)

Zero-hours Contract:
 Yes No Not Known [?](#)

Contracted Hours of work:
 Not Known [?](#)

Additional Hours worked:
 Not Known [?](#)
Number of additional paid or unpaid hours worked for the establishment in the last 7 days.

Status of Main Job Role:
 [?](#)
Is the worker considered to be full time or part time or neither of these?

Salary Interval:

Record worker's basic rate of pay as gross annual salary or gross hourly rate or unpaid

Rate of Pay:
 [?](#)
Please enter hourly rate or gross salary and NOT FTE salary.

Sickness:
 Not Known [?](#)
Days absent from work in the past 12 months (to nearest half day).

By clicking the "save/update" button you are confirming that the information provided in this page is accurate and up to date.

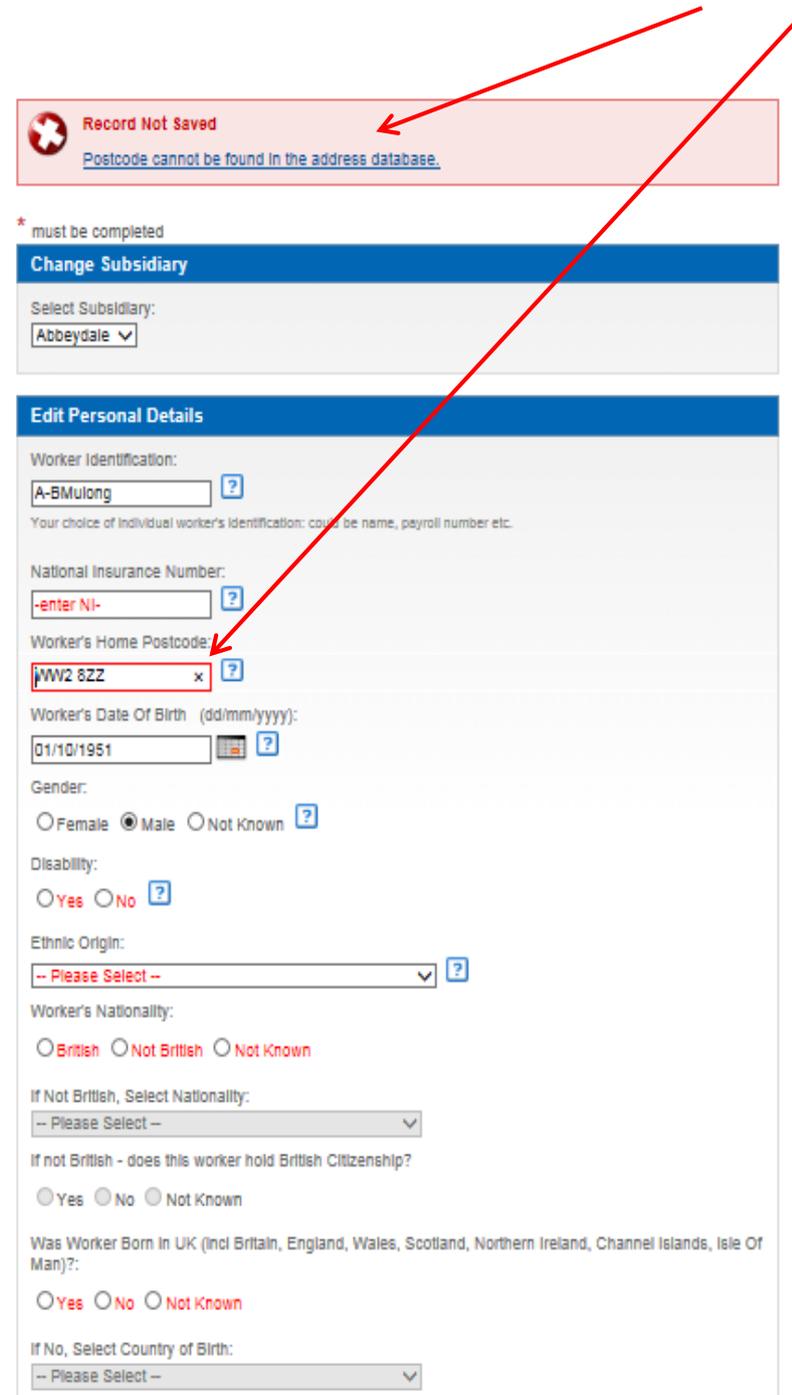
* must be completed

You can edit or add details of a workers employment details as necessary. Much of this information can be selected from drop down lists. To access these click on the arrow at the side of each box.

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

Occasionally, you may receive an error regarding the information that you have entered onto the system. If this occurs, a red box will appear at the top of the screen highlighting the data item that needs to be reviewed.

Click on the highlighted data and this will take you to the section that needs correcting.



Record Not Saved
[Postcode cannot be found in the address database.](#)

* must be completed

Change Subsidiary

Select Subsidiary:
Abbeydale ▾

Edit Personal Details

Worker Identification:
A-BMulong ?
Your choice of individual worker's identification: could be name, payroll number etc.

National Insurance Number:
-enter NI- ?

Worker's Home Postcode:
W2 8ZZ x ?

Worker's Date Of Birth (dd/mm/yyyy):
01/10/1951 ?

Gender:
 Female Male Not Known ?

Disability:
 Yes No ?

Ethnic Origin:
-- Please Select -- ?

Worker's Nationality:
 British Not British Not Known

If Not British, Select Nationality:
-- Please Select -- ▾

If not British - does this worker hold British Citizenship?
 Yes No Not Known

Was Worker Born In UK (Incl Britain, England, Wales, Scotland, Northern Ireland, Channel Islands, Isle Of Man)?:
 Yes No Not Known

If No, Select Country of Birth:
-- Please Select -- ▾

Learning and Development Record

To amend a workers Learning and Development record click the first 'Edit' to the bottom right of the section or if a workers qualifications have not changed since the last update, click 'Section up to Date' to update the timestamp on the qualifications record. To update the training records click the edit button at the bottom of the screen.

▲ **Learning and Development Record**
last updated on 21/02/2017

General	
Care Certificate	Yes (07/07/2015)
Induction Training	Achieved (05/01/2015)
Worker currently on an apprenticeship	Yes
Qualifications	
Relevant social care qualifications held	Yes
Highest level of social care qualification held	Level 7
Non-social care qualifications held	Not Known
Highest level of non-social care qualification held	Missing
Any individual qualifications held recorded	Yes
Any qualifications being worked towards recorded	Yes
Qualification Name	Year Achieved
Award in Stroke Awareness (Level 2)	n/a
A Basic Skills qualification (Level 2)	n/a
Advanced Award in Social Work (AASW) (Level 4 or above)	n/a
Section Up to Date	Edit

▲ **Training Record**

Category	Name of training	Date completed	Expiry date	Accredited
<i>Not provided</i>				
				Edit

[<< Previous Worker Record](#)

[Next Worker Record >>](#)

Editing the Learning and Development Record

General

Induction Training:
 [?](#)

Has the Worker completed the Common Induction Standards Training?

Date completed Induction (dd/mm/yyyy):

Care Certificate:

* Date achieved Care Certificate (dd/mm/yyyy):

Is this worker currently undertaking training as part of an apprenticeship?
 Yes No Not Known

Qualifications Held

Does this worker hold a qualification relevant to social care?
 Yes No Not Known

What is their highest level of social care qualification?

Does this worker hold any non-social care qualifications?
 Yes No Not Known

Record Individual Qualifications

This section is optional but if completed will map against the summary questions above

Qualification Name	Year Achieved
Award in Stroke Awareness (Level 2)	n/a
A Basic Skills qualification (Level 2)	n/a
Advanced Award in Social Work (AASW) (Level 4 or above)	n/a

[Edit Qualifications](#)

Training Record

Category	Name of training	Date completed	Expiry date	Accredited
Not provided				

[Edit Training](#)

* must be completed

Simply select the correct options in the “General” section to update. Make any changes required to the qualifications held section and if you would like to continue using the individual qualifications section you would click “edit qualifications”. Please note the individual qualifications section is now optional.

Once you have made the necessary changes, click the ‘Save/Update’ at the bottom of page.

You can also update the training record from this page by clicking the “Edit Training” link.

Deleting a Worker Record

To delete a worker record, select the worker you would like to remove by clicking the magnifying glass from the list of workers.

Display Id	NI Number	D.O.B	Gender	Start Date	
Worker 9	NE103316C	16 September 1953	Female	27 September 2011	
Worker 8	NE101409C	28 April 1960	Male	01 June 2009	
Worker 7	NE104543C	26 January 1993	Female	01 October 2010	
Worker 6	NE107415C	16 January 1962	Female	12 September 2011	
Worker 5	NE107336C	29 October 1964	Female	01 November 1999	
Worker 3	NE102520C	06 April 1977	Male	29 January 2008	
Worker 2	NE107672C	02 May 1958	Female	18 March 2008	
Worker 1	NE100321C	28 November 1972	Female	12 August 2002	

Once you have selected the worker you would like to remove, click the delete button located at the top right hand side of the screen. Once you have confirmed that this is the worker you would like to delete, the worker record will be removed from the system. Worker records cannot be recovered once deleted therefore make sure when removing a worker that the record is the correct one.

Worker 1 [View Establishment](#) [View Workers](#) [Delete](#)

In order for a record to be registered as having been updated, you need to go into each section and review the data. You then need to click the save/update button after changing the data. If after reviewing the data nothing has changed you will still need to click the save/update button. By doing so you are confirming that the information provided in this section is accurate and up to date.

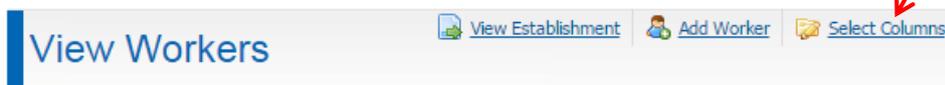
Once a worker record has been deleted, if you have linked your worker and establishment records you will be prompted to answer other questions so the system can update the establishment data for you. If you have not linked your worker and establishment records you will need to amend the Job Roles and the Starters, Leavers and Vacancies sections found on the 'My Establishment' page.

Changing the Worker List

The NMDs-SC allows users to filter their worker records by data items entered in the personal & employment details section of the worker record.

Selecting Columns

To add further selected columns to your worker list click on the 'Select Columns' button at the top right hand corner of the screen.



Please find below a list of workers for this establishment.

Sort By : Ascending Descending

Display Id	NI Number	D.O.B	Gender	Start Date
Worker 9	NE103316C	16 September 1953	Female	27 September 2011
Worker 8	NE101409C	28 April 1960	Male	01 June 2009
Worker 7	NE104543C	26 January 1993	Female	01 October 2010
Worker 6	NE107415C	16 January 1962	Female	12 September 2011
Worker 5	NE107336C	29 October 1964	Female	01 November 1999
Worker 3	NE102520C	06 April 1977	Male	29 January 2008
Worker 2	NE107672C	02 May 1958	Female	18 March 2008
Worker 1	NE999999C	28 November 1972	Female	12 August 2002

Editing Column Selection

Select Columns To View And Column Order

Selected?	Column Name
<input checked="" type="checkbox"/>	Display Id
<input checked="" type="checkbox"/>	NI Number
<input checked="" type="checkbox"/>	D.O.B
<input checked="" type="checkbox"/>	Gender
<input checked="" type="checkbox"/>	Start Date
<input type="checkbox"/>	Main Job Role
<input type="checkbox"/>	Employment Status
<input type="checkbox"/>	Status Of Main Job Role
<input type="checkbox"/>	Last Fully Updated Date
<input type="checkbox"/>	Ethnic Origin
<input type="checkbox"/>	Disability
<input type="checkbox"/>	Induction Training

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

To change the order from left to right on the worker list page click the up and down arrows next to the column name you would like to move.



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

This is an automatic change that takes effect when you return to the 'My Workers' page.

Selecting Number of Items to View per Page

<input type="checkbox"/>	Disability
<input type="checkbox"/>	Induction Training
<input type="checkbox"/>	Date Completed Induction
<input type="checkbox"/>	Sickness
<input type="checkbox"/>	Country Of Birth
<input type="checkbox"/>	Year Of Arrival
<input type="checkbox"/>	Salary Interval
<input type="checkbox"/>	Provision
<input type="checkbox"/>	Contracted Hours Of Work
<input type="checkbox"/>	Additional Hours Worked

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

If your establishment has a large number of workers, you can choose to reduce the number of records shown per page on the view workers page.

Sorting the Worker List

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

View Workers [View Establishment](#) [Add Worker](#) [Select Columns](#)

Please find below a list of workers for this establishment.

Sort By : Display Id Ascending Descending Sort

Display Id	NI Num	D.O.B	Main Job Role	Gender	Date	Last Fully Updated Date
Worker 9	NE1033				/11	17/09/13
Worker 8	NE1014				/09	17/09/13
Management						
Worker 7	NE104543C	26/01/93	Care Worker	Female	01/10/10	17/09/13
Worker 6	NE107415C	16/01/62	Care Worker	Female	12/09/11	17/09/13
Worker 5	NE107336C	29/10/64	Care Worker	Female	01/11/99	17/09/13
Worker 3	NE102520C	06/04/77	Senior Care Worker	Male	29/01/08	17/09/13
Worker 2	NE107672C	02/05/58	Care Worker	Female	18/03/08	17/09/13
Worker 1	NE999999C	28/11/72	Senior Care Worker	Female	12/08/02	03/12/14

From the 'Sort by' drop down box select the column you wish to sort by. Click on ascending or descending then click 'Sort'. This will apply your selected filter.