



Additional qualifications guidance

1. Be guided by the **qualifications list** provided on the One Stop Shop page - if it's on the list, it needs to be logged
2. You need to show worker data for 90% of your staff and qualifications must be shown against all those staff – you can use the categories '*no qualifications held*', or '*not known*'. However, we will encourage LAs to review these categories if they show high numbers – because a) you need to get the category right for good data and b) this is how your LA will be shown in the final HSC IC published report, which holds National Statistics status
3. In terms of the '*other*' categories...be guided by how you want your data to look & what is useful to you.
4. Remember you can show '*other qualifications not relevant to the job role*' – you do not then have to enter further details.
5. SW & OTs have to be qualified to be employed therefore "*not known*" or "*no qualifications held*" will not be accepted.
6. GCSEs would fall under '*any other qualifications*'. GCSEs in English and/or Maths indicates the qualification level of your workforce. This helps to give an accurate picture of your organisation in the same way that you would record a 'basic skills qualification'.
7. Please use the qualifications list to guide you eg
Diplomas - Social Work diploma or other approved UK or non-UK social work qualification
8. Some LAs are capturing qualifications information as part of their New Starters processes
9. Try if possible to be positive! Even if your turnover is quite high (and your dashboards will show this) you will still have an overwhelming majority of staff who remain the same, therefore, once qualifications data is in it should only need an annual update and only a small percentage of people will have things to update.

