

# IMPORTANT – PLEASE READ

Below sets out the information that you will need to complete in order to claim TSI Funding

If you don't understand any of this please contact the NMDS-SC Help Desk who will assist with your queries - Telephone 0845 873 0129.

## Eligibility Criterion 1. Full completion or updating of the organisational part of the NMDS-SC return

To be eligible for TSI funding in 2010-11:

- Establishments which have completed an NMDS-SC organisational record before 1 April 2010 must **fully update** their organisational data once, on or after 1 April 2010.
- Establishments which have not completed an NMDS-SC organisational return before 1 April 2010 must **fully complete** one, on or after 1 April 2010.

**Full** completion or updating means that **each** of the following data items must be either completed, or updated on or after 1 April 2010, so as to accurately reflect the position at the establishment on the completion date:

- Current Investors in People status
- Establishment type
- Main and other services provided
- Service users for whom services are provided
- Service capacity and uptake level
- Numbers of staff permanently and temporarily employed
- Numbers of bank/pool, agency, student, voluntary and other staff
- Numbers of staff leaving in past 12 months
- Numbers of vacancies
- Reasons for leaving
- Destination of leavers

The NMDS-SC system will check that these data items have been completed. Establishments which have not done so will not be eligible for 2010-11 TSI funding.

## Eligibility Criterion 2. Full completion of individual NMDS-SC worker records for 90% of workers

The 90% is calculated on the **total number of workers** in the establishment's organisational record. The total is calculated by adding together the number of directly employed permanent and temporary staff and the number of any staff not directly employed (i.e. agency, bank and pool workers, students, voluntary workers and others) who were present on the completion date. The completion date must be on or after 1 April 2010 and before 31 March 2011.

Individual worker records must be completed for 90% or more of this total. The NMDS-SC system will check that the number of individual worker records equals or exceeds 90% of the total as defined above, and does not exceed 100% of this total. Any establishment which submits individual worker records for less than 90% of this total will not be eligible for 2010-11 TSI funding.

Larger establishments should note that no rounding up of decimal places will be used in the 90% calculation. For example, an establishment with 160 permanent staff, 2 temporary staff and 15 agency staff, i.e. a total of 177 workers, must complete individual worker returns for a minimum of 160 of these, i.e. 90.40%. If only 159 individual worker returns were submitted, the % calculation would be 89.83%, which would be below 90% and therefore would be ineligible.

### **Eligibility Criterion 3. Full completion or updating of the individual worker records**

**Full** completion or updating means that the following data items **must** be either completed, or updated on or after 1 April 2010, so as to accurately reflect the worker's details on the completion date, in **each** individual worker record which contributes to the 90% figure.

- Gender
- Date of birth
- Nationality
- Main job role
- Other job roles (if applicable)
- Start date (in main job)
- Source of recruitment
- Employment status
- Contracted hours of work
- Additional hours worked (if applicable)
- Full-time or part-time
- Working arrangements
- Sickness absence
- Salary
- Date first employed in social care
- Induction status
- Qualifications held

The NMDS-SC system will check that these data items have been completed or updated on or after 1 April 2010 in **each** of the individual worker records submitted which contributes to the 90% total. Establishments which have not done so will not be eligible for 2010-11 TSI funding.

Additionally, the following data items provide important statistical information to Skills for Care and therefore should also be completed, or updated on or after 1 April 2010, in each individual worker record which contributes to the 90% figure:

- National Insurance Number
- Ethnic origin
- Country of birth
- Date of arrival in UK (if applicable)
- Disability
- Qualifications working towards

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