

We want to know:

- Who you are
- Where you are

This information will indicate the number of employers in the social care sector. This may have a direct influence on attracting resources to support the skills agenda in social care.

QUESTION	INFORMATION ITEM	GUIDANCE
1.	Name of business/ organisation	It is the name of your business or organisation at the establishment that your business is managed from at a local level. For example your establishment might have one name but you are part of a larger parent organisation, which has other care settings in different locations. The information that we want is the name of the place in which you work and manage a social care activity.
2.	Parent organisation name (if none, leave blank)	Some employers are part of a chain of businesses or are part of a larger, regional organisation or national organisation. If this applies to your business or organisation enter the name of the parent business / organisation. If not leave it blank. For establishments which are part of a local authority and employ local authority staff, the parent organisation is the local authority.
3.	Address and postcode	This is the full address including building name (if none leave blank), number of building, name of road, locality name, post town and postcode
4.	Telephone no.	The telephone number for the address indicated above.
5.	Email	An accurate email address for the establishment. (if none, leave blank)
6.	CSCI registration number	If the business or organisation operating at this establishment is registered with the Commission for Social Care Inspection (CSCI), enter your registration number. If the business or organisation operating at this establishment is registered to provide more than one service, and therefore has more than one CSCI registration number, you need to complete a separate NMDS-SC for each registered service. Shared staff should be included in the NMDS-SC for each service, and their hours allocated on the basis of 'best estimate' of time spent on each service, unless time sheets are kept. Which non-registered service(s) to include with which registered one should be based on best fit with the operation as a whole.
	Date of registration	The date on which the service referred to above was registered. If not registered, or if the application for registration is being processed, leave blank.
7.	Current Investors in People status	Recognised: Currently recognised as having achieved Investors in People (IIP) Standards and received IIP award, either at this establishment, or within the whole organisation, or within part of the organisation including this establishment. This category includes establishments / organisations re-recognised as part of 3 - yearly renewal process. Committed: A formal commitment currently exists to work towards Investors in People Standards, either at this establishment, or within the whole organisation, or within part of the organisation including this establishment. Neither: Neither of the above. This category includes establishments / organisations de-recognised, ie no longer working with IIP Standards.
8/ 9/ 10.	Details of person completing the questionnaire	The information that we need in these questions will not be reported as part of the NMDS-SC but will enable us to contact you if there is a query about the information that has been provided. We want to know your name, job title and a contact email address (if any).
11.	Date to which the NMDS-SC information for this establishment relates (Subsequently referred to as the completion date)	We also want to know the date that you completed the questionnaire. For many smaller employers this will be the date on which the questionnaire/form is completed, but for large employers information completion may take some time and therefore all information should refer to one date i.e. the date on which the form is complete and sent to Skills for Care. Each year there will be a Census Day, so that Skills for Care has time-comparable information for the purposes of statistical analysis and reporting to national bodies. This day will be in the last full working week in September. Businesses and organisations will be asked to choose as their completion date the day in that week which is most typical or representative of the services they provide.
		We have used the following definition of establishment: "An establishment is the operation at this single location, even if it comprises more than one building".