

Adding/Updating Worker Information

June 2011
Version 4

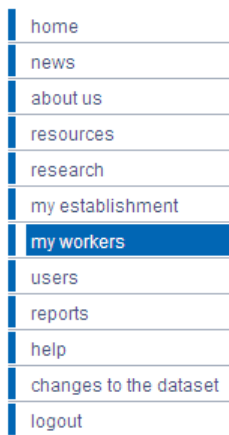
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Introduction

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,



To begin click the “My Workers” tab on the Menu items

If you have already provided information to NMDS-SC about your workers you are presented with a list of workers

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

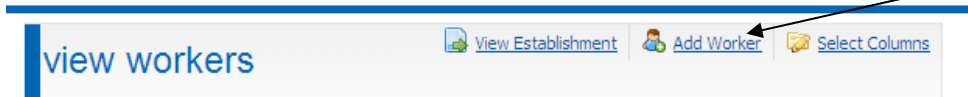
Display Id	NI Number	D.O.B	Gender	Start Date	
1234	YX113680C	16 March 1980	Female	01 June 2005	
abcd	YX113689C	16 March 1980	Male	01 August 1997	
Angela	n/a	Unknown	Not Known	01 January 2008	
Ken M	YX113681C	16 March 1980	Female	01 July 2006	
Lee S	YX113685C	01 August 1980	Female	01 March 2002	
Not Provided	YX113682C	16 March 1980	Male	01 June 1996	

Total Workers - 6

Click the magnifying glass to edit a particular worker record

1. 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.



Please find below a list of workers for this establishment.

There are currently no workers for this Establishment

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

The first part to complete is personal details about your worker.

As well as the mandatory fields you must also complete one of four questions as a minimum to allow the system to create the worker record.

These are:

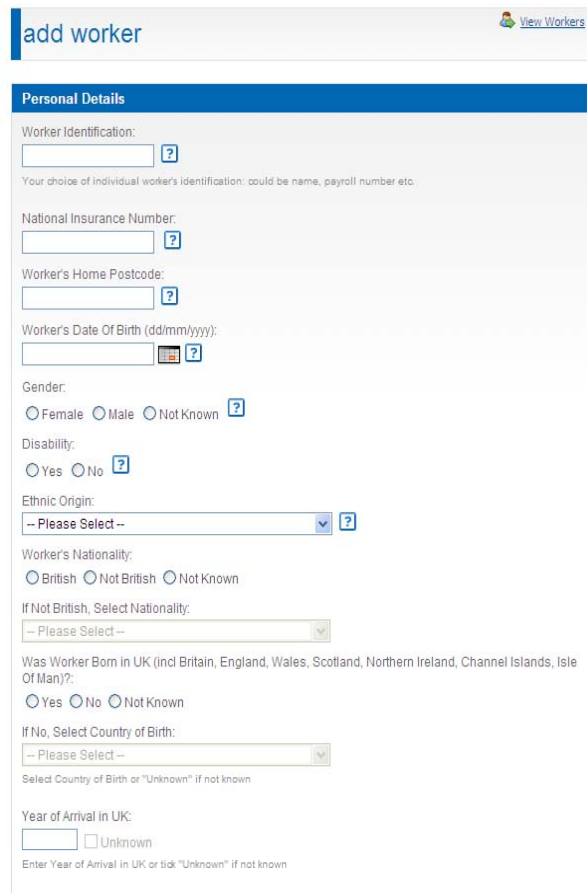
Worker Identification

NI number

Workers date of birth

Or

Start date (found under employment details)



add worker View Workers

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: -- Please Select -- ?

Worker's Nationality: British Not British Not Known

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

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 --
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

The second part to complete is the employment details

When this section is complete you can then click save and your worker record will be completed. You can then add working arrangements, qualifications and training as required.

Employment Details

Induction Training:
 [?](#)
Has the Worker completed Induction Training?

Date completed Induction (dd/mm/yyyy):
 [?](#)

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

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

Additional Hours worked:
 [?](#)
Number of additional paid or unpaid hours worked for the establishment in the last 7 days.

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

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

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

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

Salary:
 [?](#)
This worker's basic rate of pay. Use the format ###.##

Contracted Hours of work:
 [?](#)

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

Other job roles:
 [?](#) [Add](#)


* must be completed

2. Updating/Editing a Worker Record

For each worker there are four “blocks” of information

1. Personal and Employment details
2. Working Arrangements
3. Qualifications
4. Training Record

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 4 blocks of information for each existing worker click on the  magnifying glass link next to each individual worker listed.

3. Section 1 - Personal and Employment Details

Please read the information at the top of this page.

steven [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.

This date tells you the last time you updated this section

personal and employment details last updated on 20/06/2011

To update the information click on the edit button in the bottom right-hand corner.

Details	
National Insurance Number	NE379814C
Gender	Male
Worker's Date Of Birth	12/03/1966
Worker's Home Postcode	Not Provided
Disability	No
Ethnic Origin	English / Welsh / Scottish / Northern Irish / British
Nationality	Unknown (not British)
Country Of Birth	Unknown (non UK)
Year Of Arrival	Not Provided
Induction Training	Achieved (01/09/2008)
Employment status	Permanently employed
Experience	2008
Additional Hours worked	0
Sickness	0
Start Date	04/08/2008
Recruitment	Agency
Status of Main Job Role	Full-time
Salary	Hourly
Registered Provision	1-101647569
Contracted Hours of work	36
Main job role	Senior Management
Other job roles	

[Edit](#)

3.1 Editing personal details


You are now in the edit screens, the first section is personal details.

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 Other

If Other, Select Nationality:

Was Worker Born in UK (incl Britain, England, Wales, Scotland, Northern Ireland, Channel Islands, Isle Of Man)?
 Yes No

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

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

You can also add/update any of the other details already present.

3.2 Editing Employment Details

Edit/amend or add details of employment as necessary. Much of this information is “drop down” lists. To access these click on the arrow at the side of each box

e.g. if the worker is paid hourly their salary interval should be set to “hourly” and the hourly rate of pay entered in the salary box WITHOUT the pound sign.

Edit Employment Details

Induction Training:

Has the Worker completed Induction Training?

Date completed Induction (dd/mm/yyyy):

Employment status:

Employment status of main job

Experience:

Year the worker was first employed in social care and related work.

Additional Hours worked:

Number of additional paid or unpaid hours worked for the establishment in the last 7 days.

Sickness:

Days absent from work in the past 12 months (to nearest half day).

Start Date (dd/mm/yyyy):

The date the worker started in main job.

Recruitment:

Source of recruitment for main job role

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

Salary:

This worker's basic rate of pay. Use the format ###.##

Contracted Hours of work:

Main job role: *

The job role that is the 'Main Job' of this worker.

Other job roles:

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

If you have checked the data held within this record and it is still correct and up to date you can click the save/update button without making changes. The system will ask you to confirm this is correct.

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.

4. Section 2 – Working Arrangements

Working arrangements provide the NMDs-SC with information about the patterns of work within the workforce, such as job sharing and flexi-time.

To edit the above sections please click on the edit button at the bottom right-hand side of the screen.

working arrangements last updated on 20/06/2011

Arrangement Type
Flexitime (flexible working hours)

[Edit](#)

4.1 Adding/Amending Working Arrangements

Use the tick boxes to add any relevant working arrangements for this worker.

You can also click on a tick (which will un-tick the box) to remove a working arrangement type for that worker.

If you have checked the data held within this record and it is still correct and up to date you can click the save/update button without making changes. The system will ask you to confirm this is correct.

steven [View Worker](#)

The social care sector, more than any other sector adopts a diverse range of working patterns. This is important when looking at recruitment, training opportunities and skills development. Please tick the agreed working arrangement(s) which apply to this worker - several arrangements may apply. Flexible working does not include regular shift work.

Working arrangements	Applicable?
Flexitime (flexible working hours)	<input checked="" type="checkbox"/>
Annualised hours contract	<input type="checkbox"/>
Term time working	<input type="checkbox"/>
Vacation working	<input type="checkbox"/>
Home working	<input type="checkbox"/>
Job sharing	<input type="checkbox"/>
A nine-day fortnight	<input type="checkbox"/>
A four-and-a-half day week	<input type="checkbox"/>
Zero hours contract	<input type="checkbox"/>
Some other arrangement	<input type="checkbox"/>
Not known if any of the above apply	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

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

[Return](#) [Save/Update](#)

When finished adding/removing please click the save/update button and then click the return button.

5. Qualifications

5.1 Viewing Qualifications

Any information about qualifications that you have already provided will be displayed in the qualifications list.

▲ qualifications last updated on 20/06/2011

Qualification Name	Year Achieved
Child Care Award (CCA) (Level 4)	2011
Registered Manager's (Adults) NVQ (Level 4)	2009
	Edit

To update this information click the edit button.

5.2 Adding Qualifications

To add a qualification click on the drop down arrow and select qualification name

If the worker does not hold any Qualifications tick the "No Qualifications Held" box
If the worker is not working towards Any qualifications tick the "no qualifications being worked towards" box.

Select the name of the qualification that you would like to add

steven [View Worker](#)

In this part of the NMDS-SC we want to establish the level and number of qualified workers in the social care sector. This will enable us to identify skills gaps and training needs within the sector. Listed is a range of current qualifications recognised within the social care sector. They are grouped into different categories for ease of reference. Please tick all of the listed qualifications that have been achieved by this worker. Then indicate the year in which each qualification has been achieved.

If a manager has the new Leadership and Management in Care Services (LMCS) qualification please tick the Other Management Awards box

If the worker is working towards a qualification and has not yet achieved it, then please indicate this by ticking in the 'working towards' column. For some groups of qualifications it is possible for a worker to have achieved and be working towards different specific qualifications in the same group.

Qualification Name	Achieved	Year Achieved	Options
Child Care Award (CCA) (Level 4)	Achieved	2011	Edit Delete
Registered Manager's (Adults) NVQ (Level 4)	Achieved	2009	Edit Delete
-- Please Select --			?

Please select from the drop down box.

Qualifications

No Qualifications Held

No Qualifications Being Worked Towards

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](#)

-- Please Select --

Qualification

- Health and Social Care NVQ
- Care NVQ
- Caring for Children & Young People (CYPA) NVQ
- Any Learning Disabled Awards Framework (LDAF) award
- Other health and care-related NVQ(s)
- Registered Manager's (Adults) NVQ**
- Registered Manager's (Children's) NVQ
- Other management award(s)
- A1, A2 or other Assessor NVQ
- V1 or other Internal Verifier NVQ
- L20 or other Mentoring NVQ
- Social Work degree (UK)
- Social Work diploma or other approved UK or non-UK social work qualification
- Combined Nursing & Social Work degree
- Post-Qualifying Award in Social Work (PQSW) Part 1
- Advanced Award in Social Work (AASW)
- Child Care Award (CCA)
- Mental Health Social Work Award (MHSWA)
- Practice Teacher Award (PTA)
- Introduction to Practice Teaching ("5 day") Award
- Mentor Award
- Other Post-Qualifying Social Work Award
- Any professional Occupational Therapy qualification
- Any Registered Nursing qualification
- Any nursery nursing qualification
- Any childcare, preschool or playwork qualification
- Any teaching qualification
- Any qualification in assessment of work-based learning other than social work

Qualifications

No Qualifications Held

No Qualifications Being Worked Towards

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](#)

steven [View Worker](#)

You can now add the level, achieved or working towards and the year as appropriate

In this part of the NMDS-SC we want to establish the level and number of qualified workers in the social care sector. This will enable us to identify skills gaps and training needs within the sector. Listed is a range of current qualifications recognised within the social care sector. They are grouped into different categories for ease of reference. Please tick all of the listed qualifications that have been achieved by this worker. Then indicate the year in which each qualification has been achieved.

If a manager has the new Leadership and Management in Care Services (LMCS) qualification please tick the Other Management Awards box

If the worker is working towards a qualification and has not yet achieved it, then please indicate this by ticking in the 'working towards' column. For some groups of qualifications it is possible for a worker to have achieved and be working towards different specific qualifications in the same group.

If you would like to make notes about this particular qualification please do so before clicking add

Qualification Name	Achieved	Year Achieved	Options
Registered Manager's (Adults) NVO			
Please select from the drop down box			
Level: Level 4	Achieved / working towards: -- Please Select --	Year: -- Please Select --	
This is the level of the qualification you have selected above.			
The year your qualification was achieved			
Notes: <input type="text"/>			
Free text box to add further information on this qualification (optional)			
Add			

When you have finished filling out all the options for this qualification you must click add.

Qualifications

No Qualifications Held

No Qualifications Being Worked Towards

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](#)

jackie [View Worker](#)

Some qualifications have a pathway mapped to them, if you select one of these qualifications you will have to select the pathway from the drop down box first. Once you have selected the pathway you will then have the option to select level, year, achieved or working towards as above.

In this part of the NMDS-SC we want to establish the level and number of qualified workers in the social care sector. This will enable us to identify skills gaps and training needs within the sector. Listed is a range of current qualifications recognised within the social care sector. They are grouped into different categories for ease of reference. Please tick all of the listed qualifications that have been achieved by this worker. Then indicate the year in which each qualification has been achieved.


If a manager has the new Leadership and Management in Care Services (LMCS) qualification please tick the Other Management Awards box

If the worker is working towards a qualification and has not yet achieved it, then please indicate this by ticking in the 'working towards' column. For some groups of qualifications it is possible for a worker to have achieved and be working towards different specific qualifications in the same group.

Qualification Name	Achieved	Year Achieved	Options
Diploma in The Children and Young People's Workforce			
Please select from the drop down box			
Pathway: -- Please Select --			
Pathway			

5.3 Deleting/editing a qualification

To edit or delete a qualification that you have added previously please select the relevant option on the right hand side

jackie
 [View Worker](#)

In this part of the NMDS-SC we want to establish the level and number of qualified workers in the social care sector. This will enable us to identify skills gaps and training needs within the sector. Listed is a range of current qualifications recognised within the social care sector. They are grouped into different categories for ease of reference. Please tick all of the listed qualifications that have been achieved by this worker. Then indicate the year in which each qualification has been achieved.

If a manager has the new Leadership and Management in Care Services (LMCS) qualification please tick the Other Management Awards box

If the worker is working towards a qualification and has not yet achieved it, then please indicate this by ticking in the 'working towards' column. For some groups of qualifications it is possible for a worker to have achieved and be working towards different specific qualifications in the same group.

Qualification Name	Achieved	Year Achieved	Options
Diploma in The Children and Young People's Workforce <i>Social care (Level 3)</i>	Achieved	2010	Edit Delete
Other health and care-related NVQ(s)	Achieved	2008	Edit Delete

-- Please Select --
▼
?

Please select from the drop down box

6. Training Record

The training record allows you to record further training information about a worker in addition to qualifications information.

The continuing professional development of workers beyond induction and initial training is crucially important for service providers, the workforce and for people using the services. Continuing professional development is an ongoing and planned learning and development process that contributes to workbased and personal development..

While this information is not mandatory for completion of the NMDS-SC - records and evidence are important in demonstrating compliance with CQC's essential standards. Skills for Care advises that completing the NMDS-SC will go a long way towards showing how well the workforce are meeting the outcomes in the essential standards now, and how this is intended to be done in the future..

To add an incident of training click edit

▲ **qualifications**

Qualification Name	Year Achieved
No data found.	

[Edit](#)

▲ **training record**

Category	Name of training	Date completed	Expiry date	Accredited
No data found.				

[Edit](#)

Click the arrow to see the list of categories and then click the one you wish to add

Category	Name of training	Date completed	Expiry date	Accredited	Options
Category of training*					
-- Please Select --					▼ ?
-- Please Select --					
Control and restraint					
Dementia					
Dignity and Equality					
Early learning and childcare					
Emergency Aid awareness					
Fire safety					? Add
First Aid					
Food safety and catering					
Health and Safety					
Infection Control					
Leadership & Management					
Learning disability					
Medication safe handling and awareness					
Mental capacity and Deprivation of liberty					
Moving and Handling					
Nutrition					
Palliative Care					
Physical Disability					
Positive behaviour and support					
Safeguarding Adults					
Any other not in the above categories					

[Return](#)

Type the name of the training

Add the date completed

Add the expiry date if applicable

Select whether accredited or not

Click add to save the record.

Category	Name of training	Date completed	Expiry date	Accredited	Options
Category of training*	First Aid				
Please select the relevant category from the drop down list					
Name of training *	Refresher				
Please enter the name of your training course/incident of training.					
Date completed	Expiry date	Accredited (Yes/No)			
10/01/2011	06/02/2012	No			
Please enter the date your training was/will be completed		The date your training is due to/has expired if applicable.			
		no from the drop			
					Add
* must be completed					Return

To edit or delete click here

Record Saved Successfully

Category	Name of training	Date completed	Expiry date	Accredited	Options
First Aid	Refresher	10/01/2011	06/02/2012	Yes	Edit Delete

To add another training category click edit

[training record](#)

Category	Name of training	Date completed	Expiry date	Accredited	Options
First Aid	Refresher	10/01/2011	06/02/2012	Yes	Edit

7. Changing the Worker List

Selecting Columns

To add further selected columns to your worker list click on the “Select Columns” link top right hand corner
(The default is shown here)

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

Please find below a list of workers for this establishment.

Sort By : Ascending Descending

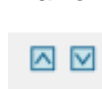
Display Id	NI Number	D.O.B	Gender	Start Date	
1234	YX113680C	16 March 1980	Female	01 June 2005	
abcd	YX113689C	16 March 1980	Male	01 August 1997	
Angela	n/a	Unknown	Not Known	01 January 2008	
Ken M	YX113681C	16 March 1980	Female	01 July 2006	
Lee S	YX113685C	01 August 1980	Female	01 March 2002	
Not Provided	YX113682C	16 March 1980	Male	01 June 1996	

Total Workers - 6

Editing Column Selection

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

To change the order from left to right on the view workers page click the up and down arrows next to the column name you want to move.



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

This is an automatic change when you return to the view worker page.

[select worker list columns](#) [View Workers](#)

select columns to view and column order

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

Select Number of Items to View Per Page

If you have a lot of worker you can choose to reduce the number of records shown per page on the view workers page.

Click on the down arrow next to “number of items per page” and select which option you require. This is an automatic change when you return to the view workers page.

<input type="checkbox"/>	Job Code
<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

Sorting the Worker List

You can sort the data on the view workers 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 Number	Employment Status	Status Of Main Job Role
1234	YX113680	Permanently employed	Full-time
abcd	YX113689C	Permanently employed	Senior Care Worker

From the “Sort By” drop down box select the column you wish to sort by. Click on Ascending or Descending and click “Sort”. Ascending is A-Z or 0-9 and Descending is Z-A or 9-0.