

Worker questionnaire for the National Minimum Data Set for Social Care (NMDS-SC) www.nmds-sc-online.org.ukThis form is for your internal use only and **must not be sent to Skills for Care** under any circumstances.**Personal Details**

Worker Identification (Name, Initials or Payroll No.)	
National Insurance Number	
Home Postcode	
Date of Birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ethnic Origin	
Main Job Role	

Nationality

Nationality (If other, then complete sections below)	<input type="checkbox"/> British <input type="checkbox"/> Other
Nationality (If other)	
Were you born in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Country of Birth	
Year of Arrival in UK	

Employment Details

Induction Training (Completion of CIS First 12 Weeks or LDQ)	<input type="checkbox"/> Achieved <input type="checkbox"/> In Progress <input type="checkbox"/> Not Applicable	Start date of current job	
Date induction completed		Source of recruitment for current job (which sector did you come from?)	
Employment Status	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Bank/Pool <input type="checkbox"/> Agency <input type="checkbox"/> Volunteer <input type="checkbox"/> Other	Status of current job (leave blank if neither)	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Experience (The year you started in social care)		Salary (Please also state salary interval, leave blank if unpaid)	
Continuity (leave blank if not known)	<input type="checkbox"/> No breaks exceeding 12 Months <input type="checkbox"/> Breaks exceeding 12 Months	Contracted hours of work per week	
Additional hours worked in the last 7 days			
How many days sickness in the last 12 months			

Qualifications held or working towards

(List any qualifications you have relevant to social care i.e. NVQ 2 Health and Social Care, RMA, A1)

Name of qualification	Year completed

Information for employee

- Please complete this form to the best of your knowledge
- Your answers should be as accurate as you can make them as the information needs to be submitted for statistical purposes, it is important to complete all sections.
- If you feel any sections are too sensitive to be included then please speak to your employer who will be able to advise you on these matters.
- This is a form to assist your employer in gathering the worker information to be inputted into the National Minimum Data Set for Social Care (NMDS-SC) www.nmds-sc-online.org.uk
- Please note that **a)** the information you provide will only be accessible by the authorised users in your organisation **b)** The NMDS-SC is protected under the Data Protection Act **c)** names, postcode and national insurance number are not submitted **if requested**.

Once you have completed this questionnaire:

Please return the questionnaire to your manager in a confidential envelope or as instructed.

Information for Employer and Establishment

This form is for your internal use only and **must not be sent to Skills for Care** under any circumstances. This form was created by Care Learning (www.carelearning.org.uk) and is not an official Skills for Care document.

Need help with inputting the information into your account?

If you require help inputting this information onto your National Minimum Data Set for Social Care account then please **contact Care Focus on 01823 461876**. You will need to follow the Data Protection Act with this procedure and ensure your employees who completed this are fully aware of this.

Lost your username or password to login?

If you are having problems with logging into your National Minimum Data Set you can contact the NMDS-SC helpdesk on 0845 873 0129. If you know your username but have forgotten your password then use the “forgotten password” link which can be found on the login page www.nmds-sc-online.org.uk

How do I print off my AQAA data set?

When you are logged into your account, click the reports button on the left menu. You will need to ensure your worker information has been updated within the last 7 days.

Why is this information important to gather?

The NMDS-SC aims to benefit both the adult social care as a whole and individual social care employers. The information gathered provides a clearer picture of the size, structure and skills of the sector, informing government policy and funding. Equally importantly, the NMDS-SC aims to benefit social care employers, by enabling care providing establishments to keep an up to date online account of their workforce, allowing managers to identify future skills and competencies needed to deliver new and improved services.

It is clear to see from the NMDS-SC Briefings, that the robust workforce data collected from social care employers is already being used by key stakeholders, such as the Department of Health. By using the NMDS-SC data Skills for Care have estimated that up to 2.5 million social care workers will be needed by 2025, these forecasts also consider how the workforce may be structured. This forecasting recognises future social care demands and helps the Government and sector to plan to meet these future needs. Therefore the more up to date the information is the more accurate these important decisions will be.

To date 27,000 care-providing establishments have registered with the NMDS-SC, providing data on over 440,000 individual workers (Figures from www.nmds-sc-online.org.uk February 2010).