

## NMDS-SC London - Employee Data Capture Sheet Quick Reference Guide

Ref	Details	Format/ type	Reason/Purpose and supporting information
<b>Section 1 - Personal details</b>			
1.0	Worker identification E.g. Staff ID	Any format	For care provider use only to assist completion
1.1	National Insurance number	CC NN NN NN C	Used with postcode to create a unique ID then held separately
1.2	Worker's home postcode	Full postcode	To analyse distance travelled to work location
1.3	Worker's date of birth	DD/MM/YYYY	To establish an age profile of the care workforce
1.4	Gender	M/F	Provide gender make up of job roles to target recruitment activity
1.5	Disability	Yes/no	Self declaration
1.6	Ethnic origin	See list	Useful in looking at employment trends across different groups
<b>Section 2 - Employment details</b>			
2.01	Induction training completed	Yes/in progress/ n/a	Survey TOPSS/ Skills for Care/ CWDC induction training activity
2.02	Date completed induction	DD/MM/YYYY	Provide a historical analysis of induction training activity
2.03	Employment status	See list	Choice of various categories to assist with workforce planning
2.04	Experience (paid employment)	Year employed	Help to look at retention profile. Option to log volunteer status
2.05	Continuity of service in care sector	Service break pattern	To analyse service breaks + or – 12 months. Not known option
2.06	Additional hours worked	Unpaid or overtime	To analyse the true level of working hours based on last 7 days
2.07	Sickness record - days	Last 12 months	Measure unplanned days lost due to sickness or injury.
2.08	Start date in main job	DD/MM/YYYY	Used as a base for calculating other facts or information
2.09	Recruitment source	See list	To inform future recruitment activity across the social care sector
2.10	Status of main job role	Full/ Part time/ neither	To assist with workforce planning
2.11	Salary interval (basic pay type)	Annual/month/ hourly	Treated with the utmost confidentiality, anonymised for trends only
2.12	Salary	Linked to above	Basic pay only. For agency workers show rate paid to the agency
2.13	Contracted hours of work	Hours worked	Include main job + other jobs per 7 day week. Baseline information
2.14	Main job role (select one only)	See list	To profile services by main job role for workforce and skills planning
<b>Section 3 - Other job roles</b>			
3.01	Select other job roles that apply at this establishment	See list	To provide an additional analysis by service type by job type for workforce planning.
<b>Section 4 - Working arrangements</b>			
4.01	Select any working pattern that applies at this establishment	See list	To analyse working patterns by service type by job type for recruitment, training opportunities and ,skills development
<b>Section 5 - Qualifications</b>			
5.01	Qualification held	See list	To provide a snapshot of the level and number of qualified workers in relation to the total workforce
5.02	Year qualification achieved	Year qualified	To provide a historical analysis and trend for qualifications achieved
5.03	Qualification working towards	See list	To provide a snapshot of current qualifications underway as a guide for potential demand and in relation to the overall resource needs