

YOUR DETAILS

Please write down your details so that you have everything to hand when you want to follow the steps inside this booklet.

Your NMDS-SC Number:

Your CQC Number:

NMDS-SC Username:

Contact details:

Northumberland Care Alliance

Merley Croft, Loansdean, Morpeth NE61 2DL
Tel: 01670 394441

Tyne & Wear Care Alliance

Unit 1, North East Business & Innovation Centre,
Wearfield, Sunderland SR5 2TA
Tel: 0191 5484015 Fax: 0191 5482008

Durham Employers' Care and Health Alliance

Adult & Community Services, Durham County Council,
County Hall, Durham DH1 5UG
Tel: 0191 383 3274 Fax: 0191 3833796

Tees Valley Alliance

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School of Health & Social Care,
Teesside University, Middlesbrough TS1 3BA
Tel: 01642 384997 Fax: 01642 384105

nmuds-sc online

national minimum data set for social care



Passionate about workforce development

north east
england



Phone: 0845 873 0129 Email: info@nmuds-sc-online.org.uk

5 STEPS TO NMDS-SC SUCCESS

All you need to register, update and add workers to your NMDS-SC online profile

5 STEPS TO NMDS-SC SUCCESS

5 steps to register on NMDS-SC online (takes about 5 minutes)

If you do not have internet access please ring the helpline on 0845 8730129 who will help you.

For organisations with internet connection:

- 1 Open the web browser and navigate to:
<http://www.nmds-sconline.org.uk>
- 2 Click on **create an account**.
- 3 Type in the name of your establishment, the address then your personal details so NMDS-SC know who to contact.
- 4 You will then be asked to create a user name and password. (There is space on the inside of this leaflet for you to keep a handy note of these).
- 5 Please read and accept the terms and conditions at the bottom of the web page, then press **save**...

...Welcome to NMDS-SC online!

You will be contacted by NMDS-SC by post or by e-mail once your data has been verified to confirm your account.

How can we meet the training needs of your staff if we're unsure what they are?

The Training and Qualifications Report provides detailed analysis of your worker's qualification data by using key variables including job role, age, gender, ethnicity and employment status and aims to help you understand your own workforce and staff training needs. If your information is up to date the detail from this report can then be used when applying for TSI funding, for Induction and for NVQ training of your staff.

Registering your Organisation (takes about 10-15 minutes)

- 1 The first time you log in you will be asked some questions that you will need to answer in order to proceed.
- 2 Click on **my establishment** and complete or update/change your details by clicking on **edit**.
- 3 You can then add or amend your details. Once you are happy click on **save**.

...Your organisational update is complete.

Recording your workforce information

- 1 On the left hand side of your screen click on **my workers**.
- 2 Now you are in the "my workers" section click on the top right hand icon **add worker**.
- 3 Then you will need to complete the 5 standard questions about that member of your team. You can change the information you have added by clicking on each section **edit** buttons. Once you are happy with the detail click on **save**.

You can repeat this process as many times as you need to.

...CONGRATULATIONS!

How do I update?

Well, if you follow the steps above to make sure all your data is still correct you are doing an update. If you check every 3 months if your worker records are up to date, or add a new worker to your online profile when they start with you that also qualifies as an update! It is that easy!