

## Adult Social Care Workforce Data Set requirements for the Workforce Development Fund 2022-23

To make a claim from the Workforce Development Fund in 2022-23 you must complete or refresh your Adult Social Care Workforce Data Set (ASC-WDS) account(s). All existing accounts must be updated on or after 1 April 2022.

A workplace's ASC-WDS account is expected to be an accurate reflection of its workforce. Large organisations may be subject to data quality checks and will be advised of any issues which will prevent claiming the fund.

This guidance doesn't apply to people who employ their own care and support staff (individual employers).

**ASC-WDS Workplace record** with the following fields completed:

|  |   |
|--|---|
| Establishment type                           | Select from a pre-defined list                    |
| Main and other services provided             | Select from a pre-defined list                    |
| Service users for whom services are provided | Select from a pre-defined list                    |
| Service capacity and uptake level            | Dependant on main/other services                  |
| Number of staff                              | Everyone who works for you including agency staff |
| Number of starters                           | In the past 12 months by job role                 |
| Number of leavers                            | In the past 12 months by job role                 |
| Number of vacancies                          | Actual vacancies on completion date               |
| Reason for leaving                           |   |
| Destination after leaving                    |   |

**ASC-WDS Staff record** – There must be a staff record for all workers (with employment status and job role recorded). 90% of staff records must have the following information completed and updated:

|                 |   |
|-----------------|---|
| Gender          | The gender of your worker   |
| Date of birth   | The date of birth of your worker  |
| Nationality     | Select from a predefined list of nationalities                                  |
| Main job role   | The main job that your worker currently does, select from the list of job roles |
| Other job roles | If applicable   |
| Start date      | The date they started in their main job   |

|   |  |
|---|--|
| Source of recruitment                   | For main job role only   |
| Employment status                       | This is whether your workers are permanent, temporary etc.   |
| Zero hours contract                     | Whether the worker is on a zero-hours contract   |
| Contracted hours / Average hours worked | The hours that your worker is contracted to work/ if zero-hours contract their average hours worked  |
| Sickness                                | Sickness within the last 12 months (for permanent and temporary staff only)  |
| Pay                                     | This can either be recorded as annual or hourly but must match the salary interval that you select   |
| Care certificate                        | Select from<br>Yes, completed<br>Yes, in progress or partially completed<br>No   |
| Qualifications                          | Select whether the worker holds a social care qualification and the highest level also whether they hold a non-social care qualification and the highest level |