

## Adult Social Care Workforce Data Set requirements for the Workforce Development Fund 2023-24

To make a claim from the Workforce Development Fund in 2023-24 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 2023.**

You must complete or refresh **both your ASC-WDS Workplace record(s) and 90% of your staff records** as set out below.

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 Yes, completed Yes, in progress or partially completed 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