

SCOTTISH SOCIAL SERVICES WORKFORCE CORE MINIMUM DATA SET (CMDS)

VERSION 2.0

JULY 2008

Document control

Superseded documents **none**

Document history

| Date | Version | Comments | Status |
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| 12.01.07 | 1.0 | | Published |
| 16.10.07 | 1.1 | Addition of job function categories | Draft |
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Changes from Previous Version

Addition of qualification coded and job function categories

Changes Forecast

Changes arising from a revised qualification code list from the Scottish Social Services Council (SSSC), and any changes recommended by data providers, or by the Workforce Intelligence Group (WIG), as a result of implementing Version 1.0..

Reviewed by Gillian Miller (The Scottish Government), Mike Docherty (SSSC) and Ingrid Gilray (Care Commission)

Issue control

| | |
|---------------------------|---|
| Authors: | The Scottish Government |
| Contributor(s): | Workforce Intelligence Group comprising of the SSSC, CC and The Scottish Government |
| Target Group: | Any individual, agency, public sector organisation or governmental body which collects, processes, stores or uses information about the social care services workforce. |
| Review Date: | May 2009 |
| Related Documents: | |

Scottish Social Services Workforce Draft Core Minimum Dataset (CMDSD): Version 2.0

Employer dataset

| Data item | Definition & Codes | Recording guidance & other notes |
|-----------------------------|--|---|
| Unique Employer Identifier | <p>Definition: A number or character string which uniquely identifies this employing organisation at a national (Scottish) level.</p> <p>Format/Codes: variable</p> | <p>An example of a Unique Employer Identifier is the Care Commission Service Provider Number (format: SP + 10 characters).</p> |
| Employing organisation name | <p>Definition: The name of the organisation which employs the person (either the name by which it wishes to be known or the official name given to it). <i>(derived from GDSC)</i></p> <p>Format/Codes: 255 character text field</p> | <p>The employing organisation should be the organisation, agency or department which <u>provides the service(s)</u> in which employees are involved. This is not necessarily the same as the organisation on whose payroll an employee is included (eg. a person employed (ie. paid) by an NHS organisation but working for a Local Authority, and vice versa).</p> |
| Organisation type | <p>Definition: The type of the organisation which employs the person.</p> <p>Format/Codes: 2 characters</p> <p>01 = Local Authority 02 = NHS 03 = Private 04 = Voluntary 05 = Community Health Care Partnership 98 = Other</p> | <p>Record one value only.</p> <p>Code 01 (Local Authority) includes an organisation owned by a Local Authority.</p> <p>Code 03 (Private) includes private hospitals.</p> |

Unit dataset

| Data item | Definition & Codes | Recording guidance & other notes |
|-----------------------------|---|--|
| Unique Unit Identifier | <p>Definition: A number or character string which uniquely identifies this unit within the employing organisation.</p> <p>Format/Codes: variable</p> | <p>For system implementation purposes, it may be necessary to devise a method of linking employees, their posts and the units they work in. In this case, it is essential to cater for:</p> <ul style="list-style-type: none"> • employees working in more than one unit in the same post • employees working in their own homes • employees working in the homes of service users (where possible, record the unit which acts as the employee's base or HQ) • employees working in varied settings such as day centres, health centres, schools etc (where possible, record the unit which acts as the employee's base or HQ) |
| Unit name | <p>Definition: The name of the physical premises constituting this unit.</p> <p>Format/Codes: text field</p> | |
| Unit postcode | <p>Definition: The postcode of the physical premises constituting this unit.</p> <p>Format/Codes: postcode format (max 8 characters)</p> | |
| Induction training offered? | <p>Definition: This indicates whether the employer routinely offers corporate and/or service-related induction to new employees within this unit.</p> <p>Format/Codes: Corporate employer-level induction offered? - Yes, No, N/K Service-related induction offered? - Yes, No, N/K</p> | |

Person dataset

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| Unique Employee Identifier | <p>Definition: A number or character string which uniquely identifies this employee within the employing organisation. Format/Codes: variable</p> | |
| Start Date with Employing Organisation | <p>Definition: This denotes the date on which the employee commenced working in this organisation. Format/Codes: date format (DD-MM-CCYY)</p> | |
| Employee Status | <p>Definition: This denotes EITHER:</p> <ul style="list-style-type: none"> • the basis on which the employee is present, OR: • the reason for the employee's absence on the date to which employee data pertains. <p>Format/Codes: 3 characters</p> <p>01 = Present: A = Normal complement B = Volunteer C = Long-term sickness absence cover D = Secondment cover E = Maternity/Paternity leave cover F = Career break cover G = Long-term training/education/development absence cover H = Other cover X = Other present (including trainees and secondees)</p> <p>02 = Absent: A = Long term sickness absence B = Secondment C = Maternity/Paternity leave D = Career break E = Long-term training/education/development X = Other absent</p> | <p>Record one value only, including the appropriate sub-category under either 01 or 02. Main category only recording (ie. just "Present" or "Absent") is NOT permitted.</p> |
| Gender | <p>Definition: A statement by the person about their current gender. Format/Codes: 0 = Not known 1 = Male 2 = Female 8 = Other specific</p> | <p>Record one value only.</p> <p>Code 8 (Other specific) should be used for people who have a clear idea of their gender, but it is neither discretely male or female eg. intersex, transgender, third gender.</p> |

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| <p>Ethnic Group</p> | <p>Definition: The person's self-declared current Ethnic Group.</p> <p>Format/Codes: 2 characters (<i>values from Scottish Census 2001</i>)</p> <p>(10) White 11 = White: Scottish 12 = White: Other British 13 = White: Irish 14 = White: Other</p> <p>20 = Mixed</p> <p>(30) Asian, Asian Scottish or Asian British 31 = Asian: Indian 32 = Asian: Pakistani 33 = Asian: Bangladeshi 34 = Asian: Chinese 35 = Asian: Other</p> <p>(40) Black, Black Scottish or Black British 41 = Black: Caribbean 42 = Black: African 43 = Black: Other</p> <p>50 = Other Ethnic Group</p> <p>97 = Not disclosed 99 = Not known</p> | <p>Record one value only.</p> <p>This item MUST be assigned by the person to which it relates; assignment by another person is not permissible, including members of the employer's HR department.</p> <p>Code 97 (not disclosed) should be used where the employee is asked to provide the information, but declines to do so. Code 99 (not known) should be recorded where the information is not known for any reason OTHER than non-disclosure.</p> <p><i>For main categories with sub-categories (ie. 10, 30 & 40), information system implementers can choose whether to allow the main categories to be selectable (so that data recorders have the option not to provide sub-category detail), or to allow only their sub-categories to be selectable (so that data recorders are forced to provide appropriate sub-category detail).</i></p> |
| <p>NI number</p> | <p>Definition: A reference number that is issued to a person by the DWP/IR for participants in the UK National Insurance Scheme. (<i>GDSC</i>)</p> <p>Format/Codes: 9 characters</p> | <p>The NI number is required in this dataset as an identifier purely for the purposes of ensuring that data about an individual employee from a potentially wide range of sources over a potentially long period of time relates consistently to the same person. The data can then be analysed "longitudinally" to give insight into the dynamics and patterns of people's career pathways on a strictly anonymised basis. It will NEVER be used to identify actual individuals per se.</p> |
| <p>Date of birth</p> | <p>Definition: The date on which a person was born or is officially deemed to have been born. (<i>GDSC</i>)</p> <p>Format/Codes: date format (DD-MM-CCYY)</p> | <p>As with NI number, this item will NEVER be used to identify actual individuals per se.</p> |

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| Disability indicator | <p>Definition: This indicates whether the employee has declared himself to be disabled according to the Disability Discrimination Act 1995. A person has a disability under the provisions of the Act if he has a physical or mental impairment which has a substantial and long-term effect on his ability to carry out normal day-to-day activities.</p> <p>Format/Codes: 2 characters 00 = No 01 = Yes 97 = Not disclosed 99 = Not known</p> | <p>Record one value only.</p> <p>Code 97 (not disclosed) should be used where the employee is asked to provide the information, but declines to do so. Code 99 (not known) should be recorded where the information is not known for any reason OTHER than non-disclosure.</p> |
| Home postcode | <p>Definition: The postcode of the person's normal place of residence.</p> <p>Format/Codes: postcode format (max 8 characters)</p> | <p>As with NI number, this item will NEVER be used to identify actual individuals per se.</p> |
| Qualifications held | <p>Definition: The qualifications which have been formally awarded to the person, including obsolete or superseded qualifications.</p> <p>Format/Codes: 4 characters (see Appendix 1 for code set)</p> | <p>This item covers Higher Education and Vocational qualifications only. School qualifications (GCSE, standard grades, highs etc) are EXCLUDED.</p> |
| - year qualification awarded | <p>Definition: The year in which the qualification was formally awarded to the person.</p> <p>Format/Codes: 4 character number (CCYY)</p> | <p>The "Qualifications held" list comprises the qualifications required by the SSSC for Phases 1 & 2 workforce registration, <u>plus</u> relevant predecessor qualifications.</p> |
| Qualifications in progress | <p>Definition: The qualifications which the person is currently undertaking, but are not yet achieved.</p> <p>Format/Codes: 4 characters (see Appendix 1 for code set)</p> | <p>The "Qualifications in progress" list comprises ONLY the qualifications required by the SSSC for Phases 1 & 2 workforce registration (no predecessor qualifications are included).</p> |
| - target completion date (year) | <p>Definition: The year in which the person aims to complete and be formally awarded the qualification.</p> <p>Format/Codes: 4 characters (CCYY)</p> | <p>In both the "Qualifications held" and the "Qualifications in progress" lists, categories are provided for the recording of other qualifications not relevant for registration (including qualifications unrelated to social services).</p> <p>All qualifications held and in progress for each employee should be recorded, with the corresponding year awarded/target completion year.</p> |

Post dataset

NB: For system implementation purposes, it may be necessary to devise a method of linking posts to employees and the units they work in within a single employing organisation.

| Data item | Definition & Codes | Recording guidance & other notes |
|--------------------|--|---|
| Start Date in Post | <p>Definition: This denotes the date on which the employee commenced working in this post. Format/Codes: date format (DD-MM-CCYY)</p> | |
| Entry source | <p>Definition: The area/sector of employment, setting or situation from which the employee came to commence employment in this post with this organisation. Format/Codes: 3 characters</p> <p>01 = Same authority/organisation: A – Social Services area B – non-Social Services area</p> <p>02 = Different authority/organisation (social services): A – Local Authority B – Voluntary organisation C – Private organisation</p> <p>03 = Different authority/organisation (non-social services): A – Local Authority B – Voluntary organisation C – Private organisation D – NHS organisation X – Other organisation</p> <p>04 = From non-employment situation: A – First job (after education/unemployment) B – From unemployment (not first job) C – From family commitments D – From further/higher education (not first job)</p> <p>05 = From abroad (outwith UK): A – EU country B – Country outwith EU</p> <p>06 = From self-employment 98 = Other source 99 = Not known</p> | <p>Record one value only.</p> <p>Code 01A (from Social Services area in same authority/organisation) should be used for someone moving within a Local Authority from, for example, Health & Social Care to Children & Families.</p> <p>Code 01B (from non-Social Services area in same authority/organisation) should be used for someone coming into Local Authority Social Services from, for example, the education or housing department in the same authority.</p> <p>Code 03C (private non-social services organisation) includes private hospitals.</p> <p>Code 04A (first job after education/unemployment) covers secondary, further and higher education.</p> <p>Code 04D (further/higher education – not first job) includes staff who have previously been in employment (either social services or non-social services), but who left the workforce in order to study and are now re-entering the workforce</p> <p><i>For main categories with sub-categories (ie. 01, 02, 03, 04, 05), information system implementers can choose whether to allow the main categories to be selectable (so that data recorders have the option not to provide sub-category detail), or to allow <u>only</u> their sub-categories to be selectable (so that data recorders are forced to provide appropriate sub-category detail).</i></p> |

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| <p>(Main) Focus of Service Provision</p> | <p>Definition: The nature of the setting in which the employee works (eg. Care Home, Day Centre, Fieldwork etc). Format/Codes: 2 characters 01 = Community based (including fieldwork) 02 = Residential 03 = Home care 04 = Day service 05 = Criminal Justice/work with offenders 06 = Hospital/hospice/clinic 07 = School/education setting 08 = Housing support 09 = Care at home 10 = Administrative/support service 98 = Other 99 = Not known</p> | <p>MAIN Focus of Service Provision should be implemented in ALL information systems, with only ONE value to be recorded for this post. System implementers may choose to implement a further item: Other Focus of Service Provision with exactly the same code set, from which one or more further categories can be recorded to reflect other service provision aspects of this post.</p> <p>Code 04 (day service) includes:</p> <ul style="list-style-type: none"> • Adult & Older People’s day services • Childcare day service • Pre-school education • Out of school care <p>Code 08 (housing support) is defined as follows: <i>“The delivery of general counselling, advice, assistance and support to enable clients to move into, and / or sustain their tenancies, as agreed in a housing support plan. Housing support staff assist clients to access appropriate accommodation and other services such as housing and welfare benefits, social work services, education, community and health or nursing services. They may also give resettlement advice on housing options, arrears repayments, utilities connections and payments, use of fuel cards or meters, and use of appliances. Counselling may be provided as appropriate, for example on personal and property security, tenancy rights and responsibilities.”</i> Source: National Care Standards and Statutory Instrument</p> <p>Code 09 (care at home) covers care provided to a client in their own home by someone resident on the premises (quite different from Home care (code 03)).</p> |
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| <p>(Main) Employee service user group</p> | <p>Definition: The service area in which the employee works, usually shaped around the type of people who receive those services (eg. Older People, Carers, Children & Young People etc). Format/Codes: 3 characters 00 = Job not directly attributable to specific user group 01 = Older People (65+) 02 = Adults A – Mental Health B – Learning Disability C – Physical Disability D – Substance Misuse E – Sensory Impairment X – Other Adults 03 = Children/Young People (other than young offenders) A – Mental Health B – Disability C – Substance Misuse D – Youth Work X – Other Children/YP 04 = Generic Offenders A – Adult Offenders B – Young Offenders 06 = Carers 98 = Other specific service user group 99 = Not known</p> | <p>MAIN Employee Service User Group should be implemented in ALL information systems, with only ONE value to be recorded for this post. System implementers may choose to implement a further item: Other Employee Service User Group with exactly the same codeset, from which one or more further categories can be recorded to reflect other service user groups covered by this post.</p> <p>Code 00 (non-specific service user group(s)) should be used for employees whose job is not directly attributable to specific service user group(s). Some administrative and other support jobs in a Local Authority Social Work Department will fall into this category (eg. Admin Support, Finance, Human Resources etc). However, administrative and other support jobs which can be attributed to one or more service user groups should be recorded against the appropriate categories.</p> <p><i>For main categories with sub-categories (ie. 02, 03, 04), information system implementers can choose whether to allow the main categories to be selectable (so that data recorders have the option not to provide sub-category detail), or to allow <u>only</u> their sub-categories to be selectable (so that data recorders are forced to provide appropriate sub-category detail).</i></p> |
| <p>Job title</p> | <p>Definition: A short text descriptor of the post held by the employee, as determined by the employing organisation. Format/Codes: text field</p> | |
| <p>(Main) Job function</p> | <p>Definition: This is a broad classification of social services job function. Format/Codes: 3 characters (see annexe for codeset)</p> | <p>MAIN Job Function should be implemented in ALL information systems, with only ONE value to be recorded for this post. System implementers may choose to implement a further item: Other Job Function with exactly the same codeset, from which one or more further categories can be recorded to reflect other job function aspects of this post.</p> |

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| SSSC Registration Category | <p>Definition: This is a list of registration categories, which employees must register with the SSSC in order to perform the duties required for the post.</p> <p>Format/Codes: 2 characters</p> <p>01 = Social Workers 02 = Managers of Residential Child Care Services 03 = Residential Child Care Workers with Supervisory Responsibilities 04 = Residential Child Care Workers (i.e. other than supervisors or managers) 05 = Managers of Care Home Services for Adults 06 = Supervisors in Adult Residential Care 07 = Practitioners in Adult Residential Care 08 = Support Workers in Adult Residential Care 09 = Managers of Adult Day Care Services 10 = Managers/Lead Practitioner in Early Education and Child Care 11 = Practitioners in Early Education and Child Care 12 = Support Workers in Early Education and Child Care 13 = Managers in Housing Support Services 14 = Supervisors in Housing Support Services 15 = Support Workers in Housing Support Services 16 = Post not Registerable 99 = Not known</p> | | | |
| <p>Pay/salary:</p> <ul style="list-style-type: none"> • Gross annual wage OR • Gross hourly wage | <p>Definition: The actual basic remuneration or rate of pay received by the employee for a designated period in this post.</p> <p>Format/Codes: 3 characters</p> <table border="1" data-bbox="562 1118 1155 1414"> <tr> <td data-bbox="562 1118 853 1414"> <p>Gross annual wage (whole pounds):</p> <p>A01 = < 10,000 A02 = 10,000 – 13,125 A03 = > 13,125 – 17,500 A04 = > 17,500 – 21,875 A05 = > 21,875 – 26,250 A06 = > 26,250 – 35,000 A07 = > 35,000 – 52,500 A08 = > 52,500</p> </td> <td data-bbox="860 1118 1155 1414"> <p>Gross hourly wage (pounds and pence):</p> <p>H01 = < 5.50 H02 = 5.50 – 7.20 H03 = > 7.20 – 9.60 H04 = > 9.60 – 12.00 H05 = > 12.00 – 14.40 H06 = > 14.40 – 19.25 H07 = > 19.25 – 28.85 H08 = > 28.85</p> </td> </tr> </table> | <p>Gross annual wage (whole pounds):</p> <p>A01 = < 10,000 A02 = 10,000 – 13,125 A03 = > 13,125 – 17,500 A04 = > 17,500 – 21,875 A05 = > 21,875 – 26,250 A06 = > 26,250 – 35,000 A07 = > 35,000 – 52,500 A08 = > 52,500</p> | <p>Gross hourly wage (pounds and pence):</p> <p>H01 = < 5.50 H02 = 5.50 – 7.20 H03 = > 7.20 – 9.60 H04 = > 9.60 – 12.00 H05 = > 12.00 – 14.40 H06 = > 14.40 – 19.25 H07 = > 19.25 – 28.85 H08 = > 28.85</p> | <p>If recording an annual wage, record the ACTUAL basic gross annual wage (ie. not the full-time equivalent salary for a part-time employee). Overtime payments are EXCLUDED.</p> <p>Record only ONE code from EITHER the Gross Annual Wage Code set, OR the Gross Hourly Wage Code set.</p> |
| <p>Gross annual wage (whole pounds):</p> <p>A01 = < 10,000 A02 = 10,000 – 13,125 A03 = > 13,125 – 17,500 A04 = > 17,500 – 21,875 A05 = > 21,875 – 26,250 A06 = > 26,250 – 35,000 A07 = > 35,000 – 52,500 A08 = > 52,500</p> | <p>Gross hourly wage (pounds and pence):</p> <p>H01 = < 5.50 H02 = 5.50 – 7.20 H03 = > 7.20 – 9.60 H04 = > 9.60 – 12.00 H05 = > 12.00 – 14.40 H06 = > 14.40 – 19.25 H07 = > 19.25 – 28.85 H08 = > 28.85</p> | | | |

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| <p>Contract type</p> | <p>Definition: Contract type indicates the nature and/or duration of the employee's contract for this post. Format/Codes: 2 characters 01 = Permanent 02 = Temporary 03 = Agency 04 = Bank 05 = Fixed term 06 = Sessional 07 = Casual/relief 08 = Trainee 98 = Other 99 = Not known</p> | <p>Record one value only. Code 02 (temporary) includes secondments. Code 05 (fixed term) covers any fixed term employment OTHER than secondment.</p> |
| <p>Contracted hours</p> | <p>Definition: The number of hours to be worked weekly as stated in the employee's contract of employment. Format/Codes: 5 characters numeric to 2 decimal places (00.00)</p> | |
| <p>(Main nature of) Working hours pattern</p> | <p>Definition: This indicates the nature and flexibility of the employee's working hours pattern. Format/Codes: 2 characters 01 = Normal full-time "9-5, Monday-Friday" working 02 = Flexitime (flexible working hours) 03 = Annualised hours contract 04 = Term time working 05 = Vacation working 06 = Home working 07 = Job sharing 08 = Nine-day fortnight 09 = Four-and-a-half day week 10 = Zero hours contract 11 = Shift working (incl. night shift) 12 = Night working (dedicated) 13 = Compressed working (eg. full week in 4 days) 14 = Part time 15 = Variable 98 = Other arrangement (ie. none of these) 99 = Not known</p> | <p>MAIN Nature of Working Hours Pattern should be implemented in ALL information systems, with only ONE value to be recorded for this post. System implementers may choose to implement a further item: Other Aspects of Working Hours Pattern with exactly the same codeset, from which one or more further categories can be recorded to reflect other aspects of the working hours pattern in this post.</p> <p>Code 12 (Night working (dedicated)) should be recorded for employees whose job entails working ONLY at night. Record code 11 for shift workers whose work involves night shifts, but not exclusively. Code 15 (variable) should be recorded where:</p> <ul style="list-style-type: none"> the nature and flexibility of the employee's working hours pattern is variable to the extent that it cannot be reflected by one or more of the other specific categories. an employee has basic part-time contracted hours, and does a varying number of further hours on top every week (most weeks). |
| <p>End Date in Post</p> | <p>Definition: This denotes the date on which the employee ceased working in this post. Format/Codes: date format (DD-MM-CCYY)</p> | |

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| <p>Leaving destination</p> | <p>Definition: The area/sector of employment, setting or situation to which the employee went on leaving this post in this organisation. Format/Codes: 3 characters 01 = Same authority/organisation: A – Social Services area B – non-Social Services area 02 = Different authority/organisation (social services): A – Local Authority B – Voluntary organisation C – Private organisation 03 = Different authority/organisation (non-social services): A – Local Authority B – Voluntary organisation C – Private organisation D – NHS organisation X – Other organisation 04 = To non-employment situation: A – Unemployment (eg. Look after family) C – To further/higher education 05 = Abroad (outwith UK): A – EU country B – Country outwith EU 08 = To self-employment 98 = Other destination 99 = Not known</p> | <p>Record one value only.</p> <p>Code 01A (to Social Services area in same authority/organisation) should be used for someone moving within a Local Authority from, for example, Health & Social Care to Children & Families. Code 01B (to non-Social Services area in same authority/organisation) should be used for someone leaving Local Authority Social Services to go to, for example, the education or housing department in the same authority. Code 03C (to private non-social services organisation) includes private hospitals. Code 98 (other destination) should be used for staff who die whilst in employment.</p> <p><i>Information system implementers can choose whether to allow the main categories to be selectable (so that data recorders have the option not to provide sub-category detail), or to allow <u>only</u> their sub-categories to be selectable (so that data recorders are forced to provide appropriate sub-category detail).</i></p> |
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| <p>Main reason for leaving</p> | <p>Definition: The reason why the employee left this post in this organisation. Format/Codes: 3 characters 01 = Moved to new post: A – promotion B – sideways move C - demotion 03 = Family reasons/commitments 04 = To study 05 = Retirement A – Career completion B – Medically retired C – Early retirement 06 = Redundancy: A – End of contract term X – Other redundancy 07 = Dismissal: 08 = Death 09 = Resigned 98 = Other reason 99 = Not known</p> | <p>Record one value only.</p> <p><i>For main categories with sub-categories (ie. 01, 06, 07), information system implementers can choose whether to allow the main categories to be selectable (so that data recorders have the option not to provide sub-category detail), or to allow <u>only</u> their sub-categories to be selectable (so that data recorders are forced to provide appropriate sub-category detail).</i></p> |
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Appendix 1 – Qualifications Recording

A qualification with XXXX in the “Currency” column can no longer be studied for, although it remains relevant for registration purposes. These qualifications must NOT be recorded in the “Qualifications in Progress” section.

| Currency | Code | Description |
|----------|------|--|
| | 0000 | None |
| | AD01 | Advanced Award in Social Work |
| | AD02 | Mental Health Social Work Award |
| | AD03 | Post-Qualifying Award in Social Work |
| | AD04 | Practice Teaching Award |
| | AD05 | Regulation of Care Award |
| | AD06 | Registered Manager’s Award |
| | AV01 | Assessor award: Assess candidates using a range of methods |
| | AV02 | Assessor award: Assess candidates’ performance through observation |
| | AV03 | Verifier award: Conduct internal quality assurance of the assessment process |
| | AV04 | Verifier award: Conduct external quality assurance of the assessment process |
| | BA01 | BA Childhood or Early Childhood Studies |
| | BA02 | BA Childhood & Youth Studies |
| | BA03 | BA (Hons) in Professional Studies (Playwork) |
| | BA04 | BA Community Care |
| | BA05 | BA Learning Disability Studies |
| | CR01 | A Supervisory or Management Qualification with a minimum of 15 academic credits at SCQF level 7 or above (e.g. one module in supervision or management or more at HNC level or above) |
| | CR02 | An award in management that is certificated at or above SCQF Level 8 (minimum 60 credits)(e.g. four modules in management at HND level or above) |
| | CR03 | An assessed programme of study (either through a taught programme or by portfolio) where a minimum of 60 credit points covers management, at post-qualifying or advanced level awarded by the PQ Consortium for Social Work in Scotland (e.g. a certificate in Social Work Management recognized by PQ Consortium) |

| Currency | Code | Description |
|----------|------|---|
| | CR04 | Any qualification at or above SCQF level 7 (HNC level or above), giving minimum of 96 academic credits (96 credits would be enough for a whole HNC). This includes: <ul style="list-style-type: none"> • HNC/Certificate in Higher Education (not otherwise specified) • HND/Diploma in Higher Education (not otherwise specified) • Ordinary/Honours degree (not otherwise specified) • Master's degree (not otherwise specified) • PhD/Doctorate (not otherwise specified) |
| | CR05 | Group of 21 credits from the range of SCOTVEC/ SQA national certificate, childcare units listed in 'List A' (currently recognised for the purposes of pre-registration with the Scottish Child Care Education Board) |
| | CR06 | Group of 21 credits from the SCOTVEC modules in childcare listed in 'List B' (currently recognised for the purposes of registration with the Scottish Child Care Education Board) |
| | CT01 | Advanced Certificate in Supervising and Managing Personal and Social Services |
| | CT02 | Certificate in Child Protection |
| | CT03 | Certificate of HE in Curative Education |
| | CT04 | Certificate in Hospital Play Specialism (HPSET) |
| | CT05 | Certificate in the Residential Care of Children & Young People |
| | CT06 | The National Nursery Nurse Examination Board Certificate (NNEB) |
| | CT07 | Post Graduate Certificate or Post Graduate Diploma in Early Education |
| | CT08 | The Scottish Nursery Nurse Examination Board Certificate |
| XXXX | CT09 | Senior Certificate in the Residential Care of Children & Young People |
| XXXX | CT10 | (National) Certificate in Social Care |
| | CT11 | Certificate of HE in Care |
| | CT12 | Certificate of Higher Education in Person Centred Approaches for Social Care Workers |
| | CT13 | Certificate in Deafblind Studies and Practice Unit in Deafblind Studies |
| | CT14 | CCETSW Certificate in Residential Social Work |
| | CT15 | SCOTEC Certificate in Educational Care of Severely and Profoundly Mentally Handicapped Children |
| | CT16 | SQA National Certificate Group Award – Early Education and Childcare (Higher) |
| | CT17 | (Open University) Certificate in Early Years Practice |

| Currency | Code | Description |
|----------|------|---|
| XXXX | DG01 | Degree/Diploma in Community Education or equivalent |
| | DG02 | Degree in Curative Education |
| | DG03 | Open University Foundation Degree in Early Years |
| | DG04 | Level 1 Open University Foundation Degree in Early Years |
| | DP01 | Diploma in Social Work or equivalent |
| | DP02 | Diploma in Teaching Mentally Handicapped Adults |
| | DP03 | Diploma in Curative Education |
| | DP04 | Diploma in Domiciliary Care Management |
| | DP05 | Diploma in Public Administration |
| | DP06 | Diploma in Deafblind Studies and Practice Unit in Deafblind Studies |
| | DP07 | Diploma in Training and Further Education of Mentally Handicapped Adults |
| | DP08 | Postgraduate Diploma in Play Therapy |
| | DP09 | CIH Diploma in Housing |
| | DP10 | CIH Undergraduate Professional Diploma |
| | DP11 | CIH Postgraduate Professional Diploma |
| | HC01 | HNC Childcare & Education |
| | HC02 | HNC/D Support for Learning |
| | HC03 | HNC Health Care |
| | HC04 | HNC in Social Care |
| | HC05 | HNC Social Care with either SVQ 3 Playwork or SVQ 3 Early Years Care & Education |
| | HC06 | HNC Supporting Learning Needs |
| | HC07 | HNC Working with Children |
| | HC08 | HNC Early Education and Childcare |
| | HD01 | HND Supporting Learning Needs |
| | NQ01 | NVQ 3 in Community Justice (Work with Offending Behaviour) to include or with the addition of a value base unit ("O" or Principles of Care) |
| | NQ02 | NVQ 3 Community Justice (Work with Victims, Survivors & Witnesses) to include or with the addition of a value base unit ("O" or Principles of Care) |
| | NQ03 | NVQ 4 Community Justice (Work With Offending Behaviour) to include or with the addition of a value base unit ("O" or Principles of Care) |
| | NQ04 | NVQ 4 Community Justice (Work with Victims, Survivors & Witnesses) to include or with the addition of a value base unit ("O" or Principles of Care) |
| | PD01 | Professional Development Award - Childcare and Education |
| | PD02 | Professional Development Award - Classroom Assistant |
| | PD03 | Professional Development Award - Support for Learning |

| Currency | Code | Description |
|----------|-------|--|
| XXXX | QU01 | A qualification other than an SVQ recognised by Scottish Child Care & Education Board (Appendix 1) |
| | RG01 | Qualification meeting requirements of Arts, Music and Drama Therapists HP Council |
| | RG02 | Qualification meeting requirements for Chartered Registration with the British Psychological Society |
| | RG03 | Qualification meeting requirements of General Medical Council |
| | RG04A | Degree level teaching qualification meeting registration requirements of General Teaching Council |
| | RG04B | Post graduate level teaching qualification meeting registration requirements of General Teaching Council |
| | RG04X | Other teaching qualification meeting registration requirements of General Teaching Council |
| | RG05A | Qualification meeting registration requirements of Nursing and Midwifery Council – Registered General Nurse (RGN) |
| | RG05B | Qualification meeting registration requirements of Nursing and Midwifery Council – Registered Mental Health Nurse (RMN) |
| | RG05C | Qualification meeting registration requirements of Nursing and Midwifery Council – Registered Learning Disabilities Nurse (RNMH) |
| | RG05D | Qualification meeting registration requirements of Nursing and Midwifery Council – Registered Sick Children Nurse (RSCN) |
| | RG05E | Qualification meeting registration requirements of Nursing and Midwifery Council – Registered Midwife (RM) |
| | RG05F | Qualification meeting registration requirements of Nursing and Midwifery Council – Enrolled Nurse (EN) |
| | RG06 | Qualification meeting requirements of Occupational Therapists HP Council |
| | RG07 | Qualification meeting requirements of Physiotherapists HP Council |
| | RG08 | Qualification meeting registration requirements of Speech & Language therapists HP Council |
| | RG09 | Qualification meeting accreditation requirements of the British Association of Counselling and Psychotherapy. |
| | RG10 | Qualification meeting the corporate membership requirements of the Chartered Institute of Housing |
| | SP01 | Scottish Progression Award; Children's Care and Play |
| | SP02 | SPA Drivers and Escorts |
| | SP03 | SPA Enhanced Home Care Practice |
| | SP04 | SPA Home Care Practice |
| | SP05 | Scottish Progression Award; in Playwork with the course Introducing Playwork (Skills Active) |
| | SP06 | Scottish Progression Award in Playwork |
| | SQ01 | SVQ 2 Child Care & Education |
| | SQ02 | SVQ 2 Early Years Care & Education |
| | SQ03 | SVQ 2 Playwork |
| | SQ04 | SVQ 3 Childcare & Education |
| | SQ05 | SVQ 3 Early Years Care & Education |
| | SQ06 | SVQ 3 in Care with HNC Social Care (Combined Award) |
| | SQ07 | SVQ 3 in Community Justice (Work with Offending Behaviour) |
| | SQ08 | SVQ 3 in Community Justice (Work with Victims, Survivors & Witnesses) |
| | SQ09 | SVQ 3 Playwork |
| | SQ10 | SVQ 4 Early Years Care & Education (including Playwork) with management strand |

| Currency | Code | Description |
|----------|------|---|
| | SQ11 | SVQ 4 Community Justice (Work With Offending Behaviour) |
| | SQ12 | SVQ 4 Community Justice (Work With Victims, Survivors & Witnesses) |
| | SQ13 | SVQ 4 Manager's Award (other than Registered Manager) |
| | VQ01 | S/NVQ 2 in Care or Direct Care |
| | VQ09 | S/NVQ 2 in Childrens Care Learning and Development |
| | VQ10 | S/NVQ 2 in Health and Social Care |
| | VQ11 | S/NVQ 2 in Classroom Assistants |
| | VQ12 | S/NVQ 2 in Housing |
| | VQ02 | Any other SVQ or NVQ 2 (not otherwise specified) |
| | VQ03 | S/NVQ 3 in Care |
| | VQ04 | S/NVQ 3 in Caring for Children & Young People |
| | VQ05 | S/NVQ 3 in Promoting Independence |
| | VQ13 | S/NVQ 3 in Childrens Care Learning and Development |
| | VQ14 | S/NVQ 3 in Health and Social Care |
| | VQ15 | S/NVQ 3 in Classroom Assistants |
| | VQ16 | S/NVQ 3 in Housing |
| | VQ06 | Any other SVQ or NVQ 3 (not otherwise specified) |
| | VQ07 | S/NVQ 4 in Care |
| | VQ17 | S/NVQ 4 in Childrens Care Learning and Development |
| | VQ18 | S/NVQ 4 in Health and Social Care |
| | VQ19 | S/NVQ 4 in Playwork |
| | VQ08 | Any other SVQ or NVQ 4 (not otherwise specified) |
| | VR01 | Vocationally Related Qualifications for Chartered Institute of Housing (CIH) Certificate in Housing – Supported Housing Pathway – Level 2 |
| | VR02 | Vocationally related Qualifications for Chartered Institute of Housing (CIH) Certificate in Housing – Supported Housing Pathway – Level 3 |
| | VR03 | Vocationally related Qualifications for Chartered Institute of Housing (CIH) Certificate in Housing – Supported Housing Pathway – Level 4 |
| | OT01 | Other UK Social Services qualification |
| | OT02 | Non-UK Social Services qualification |
| | OT03 | Other UK non-Social Services qualification |
| | OT04 | Non-UK non-Social Services qualification |
| | 9999 | Not known/not provided |

Appendix 2 – Job Function Classification

This classification system is seen as applying to the primary function of all staff working in Social Care, Early Years & Childcare, and Independent Health Care

| Code | Function category | Function description | Sub-categories |
|-----------|--------------------------------------|---|---|
| C0 | Administrative/Support worker | Ancillary staff whose main remit is to provide administrative, clerical and business support or direction and who normally have little direct, and no unsupervised contact with service users. They may be involved in a strategic role such as finance or policy planning. | C0A – Secretarial/clerical C0B – Finance/Accounts C0C – Human Resources/Training C0X – Other Administrative/Support |
| C1 | Ancillary worker | Ancillary staff whose main remit is not providing care but who normally have direct, often unsupervised contact with service users. | C1A – Catering C1B – Domestic Services C1C – Portering C1D – Gardening C1E – Building Maintenance C1X – Other Ancillary |
| C2 | Class 2 worker | Staff who provide direct personal physical, emotional, social or health care and support to service users and are accountable for dealing with routine aspects of a care plan or service. These staff usually have no supervisory responsibility. | C2A – Routine Care/Support Work (other than Home Care, Care Home and AHP assistance) C2B – Home Care C2C – Routine Care/Support Work (Care Home) C2D – Allied Health Profession assistant C2E – EY&C Support Workers C2X – Other Level 2 Care work |
| C3 | Class 3 worker | Staff who supervise the delivery of particular aspects of care and services in a particular setting which usually involves supervising other staff on a day-to-day basis (eg. Meals Supervisor, Chargehand, Day Care Instructor, Senior Care Assistant). Staff may also contribute to the assessment of care needs, the development/implementation of care plans and the monitoring/evaluation of the delivery of care and services, as required. | C3A – Senior Care worker (other than Day care/Care home) C3B – Senior Care worker (Day care) C3C – Senior Care worker (Care home) C3D – EY&C Practitioners C3E - Care workers in school hostels and special schoolcare accommodation C3X – Other Level 3 Care work |

| Code | Function category | Function description | Sub-categories |
|-------------|-----------------------------|--|---|
| C4 | Class 4 worker | Staff responsible for the assessment of care needs, the development/implementation of care plans, the delivery of care and services and the monitoring/evaluation of the delivery of care and services within a specific setting. Staff work with minimal supervision, are likely to but don't necessarily supervise other staff and may be designated to take charge of a discrete service delivery area in the absence of the person with continuing responsibility. | C4A – Social Worker C4B – Deputy Unit/Project Manager C4C – (Senior) Allied Health Professional C4D – Teachers C4E – Registered Nurses C4F - Care workers with supervisory responsibilities in school hostels and special schoolcare accommodation C4G - House staff in independent schoolcare accommodation C4X – Other Level 4 Care work |
| C5 | Unit/Project manager | Staff with continuing responsibility for the management of care and service provision in a discrete service delivery area (eg a single service care home, a service delivery unit in a care home with multiple services, a specific project involving a number of professional staff, a social work team). Staff are responsible for monitoring and maintaining standards of care and the management/deployment of staff and other resources in that service delivery area. | C5A – Senior Social Worker C5B – Team Leader C5C – Project Manager C5D – Care Home manager (single service) C5E – Other Service Delivery Unit Manager C5F - Senior/principal teacher C5G - Senior/charge nurse C5H - EY&C Lead practitioner/Manager C5I - Managers in special/independent schoolcare accommodation and school hostels C5X – Other Unit/Project Manager |
| C6 | Group manager | Staff with continuing overall responsibility for the management of care and service provision in two or more discrete service delivery areas (eg a group of care homes, a care home comprising a number of service delivery units, a number of projects, a number of social work teams). Staff are responsible for monitoring and maintaining standards of care, setting aims and objectives and the management/deployment of staff and other resources across those service delivery areas. | C6A – Service Delivery Unit Group Manager C6B – Project Group Manager C6C – Care Home Group manager (single home with multiple services, or group of homes) C6D - Depute/Head Teacher C6D C6X – Other Group Manager |

| Code | Function category | Function description | Sub-categories |
|-----------|---------------------------------|---|--|
| C7 | Director/Chief Executive | Staff with the highest level of continuing overall responsibility for the management of care and service provision in the organisation. Staff at this level have a given place on the organisation's governing body (eg the management board) with a major say in overall strategic direction, organisational policy and the deployment of financial, human and physical resources. | C7A – (Deputy) Director of Social Work/Chief Social Work Officer C7B – (Deputy) Director of Independent Social Care Organisation C7C – Care Home Owner (single or group) C7X – Other Director/Chief Executive |