

Bulk Uploading Data Items Staff Records

August 2023
Version 14

Introduction

When uploading a staff record (was worker) file the workplace (was organisation) file must be uploaded at the same time.

A staff record file can be used to create or update the data of a worker for your account or your workplace (was subsidiary) accounts if you are a parent account with full ownership of your workplaces data.

The LOCALESTID must be present and must match that of your workplace file so the system knows which account the workers should be attached to. The UNIQUEWORKERID/Staff reference must be present for all workers, to change this for existing staff records refer to page 4 of this document. For new worker records the UNIQUEWORKERID/Staff reference should be set within your CSV file.

The status column should be set as described below to tell the system what you want to happen with the record, but any staff record that already exists within the system must be included otherwise the system will automatically delete them. Leading zeros should not be used. The codes should be used as you see them in this guidance booklet.

Any field set to “mandatory for all workers” must be included otherwise your bulk upload will fail. The DISPLAYID is what you will see when looking at individual staff records online and can be anything you wish to make it easier for you to identify individual workers. Skills for Care do not use this field for any purposes and is purely for your use.

All validation rules below must be followed; any data that does not follow the specific rules will be ignored.

If your files fail validation you can look at a full summary report (on your bulk upload page) this will tell you firstly the errors that the system has encountered and then the warnings. Errors must be corrected to enable your file to pass validation, warnings will let you upload but will mean that certain data within your file has been ignored as it does not fall in line with the rules set up for that particular question. It is vital that you read these warnings and decide whether they should be corrected before you upload or whether you want to work through them at a later stage. If you decide to work through the warnings at a later stage, please note that it will leave blanks in your data. Remember to save the full summary report for future reference before carrying on with your upload.

Changes to bulk upload

New job roles added to Appendix A – Deputy manager, Learning and development lead and Team leader

LOCALESTID	Maximum 50 characters	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>The LOCALESTID is set at workplace level and this column must match your workplace (was organisational) file. It is this entry that determines which workplace the staff record sits with.</p>					
UNIQUEWORKERID	Maximum 50 characters Must be unique	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>This is a unique identifier that you set for each of your workers. When creating a new staff record you must create the UNIQUEWORKERID at the same time. To change existing UNIQUEWORKERID's you must include the original UNIQUEWORKERID here and add the next column with the new one.</p>					
CHGUNIQUEWRKID	<p>This column needs to be inserted onto the CSV only if you wish to change a worker's UNIQUEWORKERID. Only add information for the ones you wish to change and leave the rest blank</p>				
STATUS	Must be one of: DELETE, UPDATE, NOCHANGE, NEW UNCHECKED, CHGSUB	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
<p>To ensure the system knows how you want each staff record treating you must include a status for every staff record in your file. The LOCALESTID and UNIQUEWORKERID fields must be present regardless of what status you select in this question. DELETE = Delete this worker – no further data required UPDATE = Update this staff record replacing all data already in system with the data in this file – all required fields must be complete UNCHECKED = This staff record has not been checked – the system will leave all data already held against this worker and not update it NOCHANGE = This staff record has been checked and is up to date – all data will remain the same but will be counted as updated NEW = This is a completely new record and will be created on import – all required fields must be completed CHGSUB = This can be used when moving a staff record between one workplace (was subsidiary) and another (it is vital that the LOCALESTID is also changed to reflect the new workplace (was subsidiary))</p>					

DISPLAYID	Maximum 120 characters	Mandatory for all users			
This display id is to help you identify which staff record belongs to which workplace, this can be anything you want it to be to help with identification when using the online system. Skills for Care do not use this identifier and it can only be seen by yourself and the Skills for Care Support Team in case you require our assistance.					
NINUMBER	Must be 9 characters				
The 9 characters must be in the correct format of LLNNNNNNL (L=letter and N=number). The format will be checked and ignored if incorrect. The NI number is only used to check the worker is not duplicated within ASC-WDS.					
POSTCODE	Maximum 10 characters				
This is the home postcode of the worker. Postcodes are checked against the Ordnance Survey postcode database and if incorrect will be ignored.					
DOB	Must be in date format dd/mm/yyyy		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
The date of birth of a worker must be between 14 and 100 years ago.					
GENDER	Must be a number 1, 2, 3 or 4		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
1 = Male 2 = Female 3 = Unknown 4 = Other					

ETHNICITY	Must be a number 31 to 47, 98 or 99 from the list below			Mandatory for Local Authority submissions	
<p>White 31 – English/Welsh/Scottish/Northern Irish/British 32 – Irish 33 – Gypsy or Irish Traveller 34 – Any other white background</p> <p>Mixed/Multiple ethnic Group 35 – White and Black Caribbean 36 – White and Black African 37 – White and Asian 38 – Any other Mixed/multiple ethnic background</p>		<p>Asian/Asian British 39 – Indian 40 – Pakistani 41 – Bangladeshi 42 – Chinese 43 – Any other Asian background</p> <p>Black/African/Caribbean/Black British 44 – African 45 – Caribbean 46 – Any other Black/African/Caribbean background</p>		<p>Other 47 – Arab 98 – Any other ethnic group 99 – Not known</p>	
NATIONALITY	Must be one of the numbers from the country list at Appendix B		Mandatory for Claiming Funding		
<p>For UK (including Britain, Wales, Scotland, Northern Ireland, Channel Islands or Isle of Man) use code 826 If you do not know whether your worker is British or not use code 998 If you know your worker is NOT British but do not know the exact nationality use code 999</p>					
BRITISHCITIZENSHIP	Must be a number 1, 2 or 999				
<p>If not British does this worker hold British citizenship? 1 = Yes 2 = No 999 = Not known</p>					

COUNTRYOFBIRTH	Must be one of the numbers from the country list at Appendix B				
<p>For UK (including Britain, Wales, Scotland, Northern Ireland, Channel Islands or Isle of Man) use code 826 If you do not know whether your worker was born in the UK or not use code 998 If you know they were NOT born in UK but do not know the exact country of birth use code 999</p>					
YEAROFENTRY	Must be a four digit year i.e. 1995				
<p>The year of entry cannot be before the date of birth. Ignore this question if the COUNTRYOFBIRTH is UK and it can be left blank if year is unknown</p>					
DISABLED	Must either be 0,1,2 or 3				
<p>0 = No disability 1 = Has disability 2 = Undisclosed 3 = Not Known</p>					
CARECERT	Must be a number 1, 2 or 3		Mandatory for Claiming Funding		
<p>1 = Yes 2 = No 3 = In progress/partially completed</p>					
RECSOURCE	Must be a number 1 – 18 from list below		Mandatory for Claiming Funding		
<p>1 – Adult Care Sector – Local Authority 2 – Adult Care Sector – Private or voluntary sector 5 – Health sector 7 – Other sector 8 – Internal promotion or transfer or career development 10 – Not previously employed 12 – Agency 15 – Other sources 16 – Not known 17 – Children’s/young people’s social care 18 – First role after education</p>					
STARTDATE	Must be in date format dd/mm/yyyy		Mandatory for Claiming Funding		
<p>If you do not know the exact day your worker started working in his/her main job please set the day to the 1st of the month.</p>					

STARTINSECT	Must be a four digit year i.e. 1995				
This date will be ignored if less than year from DOB plus 16 years. It will also be ignored if later than STARTDATE and must not be in the future If you do not know the year they started working in the adult social care sector enter 999					
APPRENTICE	Must be a number 1, 2 or 999				
Is the worker doing training as part of an apprenticeship? 1 – Yes 2 – No 999 – Not known					
EMPLSTATUS	Must be a number 1 – 7 from list below	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
1 – Permanent 2 – Temporary 3 – Pool or bank 4 – Agency		7 – Other			
ZEROHRCONT	Must be a number 1, 2 or 999		Mandatory for Claiming Funding		
For each worker select whether they are on Zero-hours contract or not 1 – Yes 2 – No 999 – Not known If no is selected, you must give the contracted hours If yes is selected, you must give the average hours					
DAYSSICK	Number with decimal point to nearest half day i.e. 6.5		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
Actual working days absent due to injury or sickness in the last 12 months from completion date. This figure will be ignored if greater than 366. If you do not know if, or how many days sick this worker has had over the last 12 months prior to completion, please enter code 999.					

SALARYINT	Must be a number 1 or 3		Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
1 = Annual salary 3 = Hourly rate					
SALARY	Annual salary of up to 6 digits e.g. 12000		Mandatory for Claiming Funding (if selected annual salary above)	Mandatory for Local Authority submissions (if selected annual salary above)	
This is the annual salary of your worker. Please only fill this question in if you have selected No 1 above. Rounded to the nearest pound and not including pence.					
HOURLYRATE	Must be a decimal number i.e. 5.00 or 6.75		Mandatory for Claiming Funding (if selected hourly rate above)	Mandatory for Local Authority submissions (if selected hourly rate above)	
This is the hourly rate of your worker. Please only fill this question in if you have selected No 3 above. Pounds and pence to 2 decimal places.					
MAINJOBROLE	Must be a number 1 – 42 see job roles Appendix A	Mandatory for all users	Mandatory for Claiming Funding	Mandatory for Local Authority submissions	
Please select from the list at Appendix A one of the 29 job roles that match your workers main job.					
MAINJRDESC	Maximum 120 characters				
Only complete this question if you have selected job role 23 or 27 above.					

CONTHOURS	Number with decimal point to nearest half hour i.e. 6.0, 27.5		Mandatory for Claiming Funding	Mandatory for Local Authority submissions			
<p>This number will be ignored if greater than 65 If you do not know this worker's contracted hours please enter 999 Only fill contracted hours for Permanent /Temporary staff not on a zero hours contract</p>							
AVGHOURS	Number with decimal point to nearest half hour i.e. 6.0, 27.5		Mandatory for Claiming Funding (if applicable)	Mandatory for Local Authority submissions			
<p>This is the workers average hours worked per week. This number will be ignored if greater than 65 Only fill this out if your worker's employment status is either 3 – Pool/Bank, 4 – Agency or 7 – Other or if you have Permanent/Temporary staff on zero hours contract If you do not know this worker's average hours please enter 999</p>							
NMCREG	Must be a number 1 – 5 as per below list						
<p>Only complete this section if you have selected job role 16 above in MAINJOBROLE</p> <ul style="list-style-type: none"> 1 – An Adult Nurse 2 – A Mental Health Nurse 3 – A Learning Disabilities Nurse 4 – A Children's Nurse 5 – An "Enrolled" Nurse 							
NURSESPEC	Select all that apply from the list of Specialist area below						
<p>Only complete this section if you have selected job role 16 above in MAINJOBROLE</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> 1 – Older people (Including dementia, elderly care and end of life care) 2 – Adults 3 – Learning Disability 4 – Mental Health </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> 5 – Community Care 6 – Others 7 – Not Applicable 8 – Not Known </td> </tr> </table>						<ul style="list-style-type: none"> 1 – Older people (Including dementia, elderly care and end of life care) 2 – Adults 3 – Learning Disability 4 – Mental Health 	<ul style="list-style-type: none"> 5 – Community Care 6 – Others 7 – Not Applicable 8 – Not Known
<ul style="list-style-type: none"> 1 – Older people (Including dementia, elderly care and end of life care) 2 – Adults 3 – Learning Disability 4 – Mental Health 	<ul style="list-style-type: none"> 5 – Community Care 6 – Others 7 – Not Applicable 8 – Not Known 						

AMHP	Select 1, 2 or 999				
<p>Only complete this question if the main job role is Social Worker 6.</p> <p>1 – Yes 2 – No 999 – Not known</p>					
SCQUAL	Must be one of the numbers below. If 1 (Yes) is entered then the level should follow		Mandatory for Claiming Funding (if the worker has not achieved qualifications)	Mandatory for Local Authority submissions	
<p>Please select one of the following</p> <p>1 = Yes followed by semi colon and the level i.e. 1;4 = Yes they have a social care qualification at level 4</p> <p>2 = No 999 = Not Known</p>			<p>Available levels</p> <p>0 = Entry Level 5 = Level 5 1 = Level 1 6 = Level 6 2 = Level 2 7 = Level 7 3 = Level 3 8 = Level 8 or above 4 = Level 4 999 = Level not known</p>		
NONSCQUAL	Must be one of the numbers below. If 1 (Yes) is entered then the level should follow		Mandatory for Claiming Funding (if the worker has not achieved qualifications)	Mandatory for Local Authority submissions	
<p>Please select one of the following</p> <p>1 = Yes followed by semi colon and the level i.e. 1;4 = Yes they have a non-social care qualification at level 4</p> <p>2 = No 999 = Not Known</p>			<p>Available levels</p> <p>0 = Entry Level 5 = Level 5 1 = Level 1 6 = Level 6 2 = Level 2 7 = Level 7 3 = Level 3 8 = Level 8 or above 4 = Level 4 999 = Level not known</p>		

QUALACH01	Must be one of the numbers from the qualifications list at Appendix C followed by the date achieved				
Please select from the qualifications list at Appendix C the appropriate qualification that this worker has achieved followed by the year, these must be separated by a semi colon i.e. (1) Health and Social Care NVQ level 2 achieved in 2010 would be entered in this column as 1;2010 You can only add one qualification in this column, further qualifications can be added below.					
QUALACH01NOTES	Maximum 120 characters				
Type any notes in here that you wish to make about the qualification mentioned above. This column can be left blank.					
QUALACH02	Must be one of the numbers from the qualifications list at Appendix C followed by the date achieved				
If your worker has achieved more than one qualification use this box to add the second qualification using the same rules as in QUALACH01					
QUALACH02NOTES	Maximum 120 characters				
Type any notes in here that you wish to make about the qualification mentioned above. This column can be left blank.					
QUALACH03	Must be one of the numbers from the qualifications list at Appendix C followed by the date achieved				
If your worker has achieved more than two qualifications use this box to add the third qualification using the same rules as in QUALACH01					
QUALACH03NOTES	Maximum 120 characters				
Type any notes in here that you wish to make about the qualification mentioned above. This column can be left blank.					

IF YOUR WORKER HOLDS MORE THAN THREE QUALIFICATIONS YOU CAN NOW INSERT COLUMNS, THESE MUST MATCH THE FORMAT OF THE ABOVE QUALIFICATION COLUMNS AND BE NUMBERED IN ORDER STARTING WITH QUALACH04 FOLLOWED BY QUALACH04NOTES. THE NOTES COLUMN MUST BE INCLUDED EVEN IF YOU ARE LEAVING IT BLANK. YOU CAN ADD UP TO 99 QUALIFICATIONS IF REQUIRED.

Appendix A - Job Roles – Used as a value in **MAINJOBROLE**

1	Senior Management	26	Ancillary staff not care providing
2	Middle Management	27	Other job roles not directly involved in providing care
3	First Line Management	34	Activities worker or co-ordinator
4	Registered Manager (Only CQC registered services)	35	Safeguarding & Reviewing Officer
5	Supervisor	36	Occupational Therapist Assistant
6	Social Worker	37	Nursing Associate
7	Senior Care Worker	38	Nursing Assistant
8	Care Worker	39	Assessment Officer
9	Community, Support and Outreach Work	40	Care Coordinator
10	Employment Support	41	Care Navigator
11	Advice, Guidance and Advocacy	42	Any Children's/young people's job role
15	Occupational Therapist	43	Deputy Manager
16	Registered Nurse	44	Learning and development lead
17	Allied Health Professional (not Occupational Therapist)	45	Team leader
22	Technician		
23	Other Job roles directly involved in providing care		
24	Managers and staff care – related but not care – providing		
25	Administrative/Office staff not care-providing		

Appendix B - Country Codes – Used as a value in **COUNTRYOFBIRTH** and **NATIONALITY**

CODE	COUNTRYOFBIRTH
4	Afghanistan
248	Aland Islands
8	Albania
12	Algeria
16	American Samoa
20	Andorra
24	Angola
660	Anguilla
10	Antarctica
28	Antigua and Barbuda
32	Argentina
51	Armenia
533	Aruba
36	Australia
40	Austria
31	Azerbaijan
44	Bahamas
48	Bahrain
50	Bangladesh
52	Barbados
112	Belarus
56	Belgium
84	Belize
204	Benin
60	Bermuda

CODE	NATIONALITY
4	Afghan
246	Finnish
8	Albanian
12	Algerian
16	American
20	Andorran
24	Angolan
660	Anguillan
-	-
28	Citizen of Antigua and Barbuda
32	Argentine
51	Armenian
528	Dutch
36	Australian
40	Austrian
31	Azerbaijani
44	Bahamian
48	Bahraini
50	Bangladeshi
52	Barbadian
112	Belarusian
56	Belgian
84	Belizean
204	Beninese
60	Bermudian

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CODE	COUNTRYOFBIRTH
64	Bhutan
68	Bolivia
535	Bonaire, Sint Eustatius and Saba
70	Bosnia and Herzegovina
72	Botswana
74	Bouvet Island
76	Brazil
86	British Indian Ocean Territory
96	Brunei Darussalam
100	Bulgaria
854	Burkina Faso
108	Burundi
116	Cambodia
120	Cameroon
124	Canada
132	Cape Verde
136	Cayman Islands
140	Central African Republic
148	Chad
152	Chile
156	China
162	Christmas Island
166	Cocos (Keeling) Islands
170	Colombia
174	Comoros

CODE	NATIONALITY
64	Bhutanese
68	Bolivian
528	Dutch
70	Citizen of Bosnia and Herzegovina
72	Botswanan
578	Norwegian
76	Brazilian
826	British
96	Bruneian
100	Bulgarian
854	Burkinan
108	Burundian
116	Cambodian
120	Cameroonian
124	Canadian
132	Cape Verdean
136	Cayman Islander
140	Central African
148	Chadian
152	Chilean
156	Chinese
36	Australian
36	Australian
170	Colombian
174	Comoran

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CODE	COUNTRYOFBIRTH
178	Congo
180	Congo Democratic Republic of the
184	Cook Islands
188	Costa Rica
384	Cote d'Ivoire
191	Croatia
192	Cuba
531	Curacao (Formerly Netherlands Antilles)
196	Cyprus
203	Czech Republic
208	Denmark
262	Djibouti
212	Dominica
214	Dominican Republic
218	Ecuador
818	Egypt
222	El Salvador
226	Equatorial Guinea
232	Eritrea
233	Estonia
231	Ethiopia
238	Falkland Islands (Malvinas)
234	Faroe Islands
242	Fiji

CODE	NATIONALITY
178	Congolese (Congo)
180	Congolese (DRC)
184	Cook Islander
188	Costa Rican
384	Ivorian
191	Croatian
192	Cuban
528	Dutch
196	Cypriot
203	Czech
208	Danish
262	Djiboutian
212	Dominican
214	Citizen of the Dominican Republic
218	Ecuadorean
818	Egyptian
222	Salvadorean
226	Equatorial Guinean
232	Eritrean
233	Estonian
231	Ethiopian
826	British
234	Faroese
242	Fijian

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CODE	COUNTRYOFBIRTH
246	Finland
250	France
254	French Guiana
258	French Polynesia
260	French Southern Territories
266	Gabon
270	Gambia
268	Georgia
276	Germany
288	Ghana
292	Gibraltar
300	Greece
304	Greenland
308	Grenada
312	Guadeloupe
316	Guam
320	Guatemala
831	Guernsey
324	Guinea
624	Guinea-Bissau
328	Guyana
332	Haiti
334	Heard Island and McDonald Islands
336	Holy See (Vatican City State)
340	Honduras

CODE	NATIONALITY
246	Finnish
250	French
250	French
250	French
250	French
250	French
266	Gabonese
270	Gambian
268	Georgian
276	German
288	Ghanaian
292	Gibraltarian
300	Greek
304	Greenlandic
308	Grenadian
250	French
316	Guamanian
320	Guatemalan
826	British
324	Guinean
624	Guinea-Bissau
328	Guyanese
332	Haitian
36	Australian
380	Italian
340	Honduran

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CODE	COUNTRYOFBIRTH
344	Hong Kong
348	Hungary
352	Iceland
356	India
360	Indonesia
364	Iran Islamic Republic of
368	Iraq
372	Ireland
376	Israel
380	Italy
388	Jamaica
392	Japan
832	Jersey
400	Jordan
398	Kazakhstan
404	Kenya
296	Kiribati
408	Korea Democratic People's Republic of
410	Korea Republic of
995	Kosovo
414	Kuwait
417	Kyrgyzstan
418	Laos
428	Latvia

CODE	NATIONALITY
344	Hong Konger
348	Hungarian
352	Icelandic
356	Indian
360	Indonesian
364	Iranian
368	Iraqi
372	Irish
376	Israeli
380	Italian
388	Jamaican
392	Japanese
826	British
400	Jordanian
398	Kazakh
404	Kenyan
296	Citizen of Kiribati
408	North Korean
410	South Korean
995	Kosovon
414	Kuwaiti
417	Kyrgyz
418	Lao
428	Latvian

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CODE	COUNTRYOFBIRTH
422	Lebanon
426	Lesotho
430	Liberia
434	Libya
438	Liechtenstein
440	Lithuania
442	Luxembourg
446	Macao
807	Macedonia the former Yugoslav Republic of
450	Madagascar
454	Malawi
458	Malaysia
462	Maldives
466	Mali
470	Malta
584	Marshall Islands
474	Martinique
478	Mauritania
480	Mauritius
175	Mayotte
484	Mexico
583	Micronesia Federated States of
498	Moldova
492	Monaco

CODE	NATIONALITY
422	Lebanese
426	Mosotho
430	Liberian
434	Libyan
438	Liechtenstein citizen
440	Lithuanian
442	Luxembourger
446	Macanese
807	Macedonian
450	Malagasy
454	Malawian
458	Malaysian
462	Maldivian
466	Malian
470	Maltese
584	Marshallese
474	Martiniquais
478	Mauritanian
480	Mauritian
250	French
484	Mexican
583	Micronesian
498	Moldovan
492	Monegasque

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CODE	COUNTRYOFBIRTH
496	Mongolia
499	Montenegro
500	Montserrat
504	Morocco
508	Mozambique
104	Myanmar
516	Namibia
520	Nauru
524	Nepal
528	Netherlands
540	New Caledonia
554	New Zealand
558	Nicaragua
562	Niger
566	Nigeria
570	Niue
574	Norfolk Island
580	Northern Mariana Islands
578	Norway
512	Oman
586	Pakistan
585	Palau
275	Palestine, State of
591	Panama

CODE	NATIONALITY
496	Mongolian
499	Montenegrin
500	Montserratian
504	Moroccan
508	Mozambican
104	Burmese
516	Namibian
520	Nauruan
524	Nepalese
528	Dutch
250	French
554	New Zealander
558	Nicaraguan
562	Nigerien
566	Nigerian
570	Niuean
36	Australian
840	American
578	Norwegian
512	Omani
586	Pakistani
585	Palauan
275	Palestinian
591	Panamanian

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CODE	COUNTRYOFBIRTH
598	Papua New Guinea
600	Paraguay
604	Peru
608	Philippines
612	Pitcairn
616	Poland
620	Portugal
630	Puerto Rico
634	Qatar
638	Reunion
642	Romania
643	Russian Federation
646	Rwanda
652	Saint Barthelemy
659	Saint Kitts and Nevis
662	Saint Lucia
663	Saint Martin (French part)
666	Saint Pierre and Miquelon
882	Samoa
674	San Marino
678	Sao Tome and Principe
682	Saudi Arabia
686	Senegal
688	Serbia

CODE	NATIONALITY
598	Papua New Guinean
600	Paraguayan
604	Peruvian
608	Filipino
826	British
616	Polish
620	Portuguese
630	Puerto Rican
634	Qatari
250	French
642	Romanian
643	Russian
646	Rwandan
250	French
659	Kittitian
662	St Lucian
250	French
250	French
882	Samoan
674	Sammarinese
678	Sao Tomean
682	Saudi Arabian
686	Senegalese
688	Serbian

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CODE	COUNTRYOFBIRTH
690	Seychelles
694	Sierra Leone
702	Singapore
534	Sint Maarten (Dutch part) (Formerly Netherlands Antilles)
703	Slovakia
705	Slovenia
90	Solomon Islands
706	Somalia
710	South Africa
239	South Georgia and the South Sandwich Islands
728	South Sudan
724	Spain
144	Sri Lanka
654	St Helena Ascension & Tristan da Cunha
670	St Vincent and the Grenadines
736	Sudan
740	Suriname
744	Svalbard and Jan Mayen
748	Swaziland
752	Sweden
756	Switzerland
760	Syrian Arab Republic
158	Taiwan Province of China
762	Tajikistan

CODE	NATIONALITY
690	Citizen of Seychelles
694	Sierra Leonean
702	Singaporean
528	Dutch
703	Slovak
705	Slovenian
90	Solomon Islander
706	Somali
710	South African
826	British
728	South Sudanese
724	Spanish
144	Sri Lankan
654	St Helenian
670	Vincentian
736	Sudanese
740	Surinamese
578	Norwegian
748	Swazi
752	Swedish
756	Swiss
760	Syrian
158	Taiwanese
762	Tajik

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CODE	COUNTRYOFBIRTH
834	Tanzania Untd Republic of
764	Thailand
626	Timor-Leste
768	Togo
772	Tokelau
776	Tonga
780	Trinidad and Tobago
788	Tunisia
792	Turkey
795	Turkmenistan
796	Turks and Caicos Islands
798	Tuvalu
800	Uganda
804	Ukraine
784	United Arab Emirates
826	United Kingdom
840	United States
858	Uruguay
581	US Minor Outlying Islands
860	Uzbekistan
548	Vanuatu
862	Venezuela
704	Viet Nam

CODE	NATIONALITY
834	Tanzanian
764	Thai
626	East Timorese
768	Togolese
554	New Zealander
882	Samoan
776	Tongan
780	Trinidadian
788	Tunisian
792	Turkish
795	Turkmen
796	Turks and Caicos Islander
798	Tuvaluan
800	Ugandan
804	Ukrainian
784	Emirati
826	British
840	American
858	Uruguayan
840	American
860	Uzbek
548	Citizen of Vanuatu
862	Venezuelan
704	Vietnamese

Appendix B - Country Codes – Used as a value in **COUNTRYOFBIRTH** and **NATIONALITY**

CODE	COUNTRYOFBIRTH
92	Virgin Islands British
850	Virgin Islands U.S.
876	Wallis and Futuna
732	Western Sahara
887	Yemen
894	Zambia
716	Zimbabwe
999	Unknown

CODE	NATIONALITY
826	British
840	American
876	Wallisian
732	Moroccan
887	Yemeni
894	Zambian
716	Zimbabwean
999	Unknown

Appendix C – Qualifications – Please note qualification level 4 plus have been grouped when selecting individual qualifications – when answering the high-level qualifications questions you must state which level these relate to.

Code	Group	Qualification Name	Achievable until, or available from	Level	Pathway	Relevant to social care
1	NVQs	Health and Social Care NVQ	Achievable until 31/12/2012	2	n/a	Yes
2	NVQs	Health and Social Care NVQ	Achievable until 31/12/2012	3	n/a	Yes
3	NVQs	Health and Social Care NVQ	Achievable until 31/12/2012	4	n/a	Yes
4	NVQs	Care NVQ	Achievable until 31/01/2007	2	n/a	Yes
5	NVQs	Care NVQ	Achievable until 31/01/2007	3	n/a	Yes
6	NVQs	Care NVQ	Achievable until 31/01/2007	4	n/a	Yes
8	Awards	Any Learning Disabled Awards Framework (LDAF) award	Achievable until 31/07/2010	n/a	n/a	Yes
9	NVQs	Other health and care-related NVQ(s)	Achievable until 31/12/2012	n/a	n/a	Yes
10	NVQs	Registered Manager's (Adults) NVQ	Achievable until 31/07/2011	4	n/a	Yes
12	Awards	Other management awards		n/a	n/a	No
13	Assessor and mentoring	A1, A2 or other Assessor NVQ	Achievable until 31/12/2013	3	n/a	No
14	Assessor and mentoring	V1 or other Internal Verifier NVQ	Achievable until 31/12/2013	3	n/a	No
15	Assessor and mentoring	L20 or other Mentoring NVQ	Achievable until 31/12/2013	3	n/a	No
16	Degrees	Social Work degree (UK)		6	n/a	Yes
17	Diplomas	Social Work diploma or other approved UK or non-UK social work qualification		4 plus	n/a	Yes
18	Degrees	Combined Nursing & Social Work degree		6	n/a	Yes
19	Awards	Post-Qualifying Award in Social Work (PQSW) Part 1		4 plus	n/a	Yes
20	Awards	Advanced Award in Social Work (AASW)		7	n/a	Yes

Code	Group	Qualification Name	Achievable until, or available from	Level	Pathway	Relevant to social care
22	Awards	Mental Health Social Work Award (MHSWA)		4 plus	n/a	Yes
25	Awards	Mentor Award		4 plus	n/a	No
26	Awards	Other Post-Qualifying Social Work Award			n/a	Yes
27	Any other qualification	Any professional Occupational Therapy qualification			n/a	Yes
28	Any other qualification	Any Registered Nursing qualification			n/a	Yes
32	Any other qualification	Any qualification in assessment of work-based learning other than social work			n/a	No
33	Any other qualification	Any other relevant professional qualification			n/a	No
34	Any other qualification	A Basic Skills qualification		E	n/a	No
35	Any other qualification	A Basic Skills qualification	Achievable until 31/08/2014	1	n/a	No
36	Any other qualification	A Basic Skills qualification	Achievable until 31/08/2014	2	n/a	No
37	Any other qualification	Any other qualification relevant to social care		n/a	n/a	Yes
38	Any other qualification	Any other qualification relevant to the job role		n/a	n/a	No
39	Any other qualification	Any other qualifications held		n/a	n/a	No
41	Awards	Supporting Activity Provision in Social Care		2	n/a	Yes
42	Certificate	Activity Provision in Social Care		3	n/a	Yes
48	Awards	Awareness of Dementia	From 01/09/2010	2	n/a	Yes
49	Awards	Awareness of Dementia	From 01/09/2010	3	n/a	Yes
50	Certificate	Dementia Care	From 01/09/2010	2	n/a	Yes
51	Certificate	Dementia Care	From 01/09/2010	3	n/a	Yes
52	Awards	Emergency First Aid at Work	From 01/09/2008	2	n/a	No
53	Diplomas	Health and Social Care	From 01/01/2011	2	Generic pathway	Yes
54	Diplomas	Health and Social Care	From 01/01/2011	3	Generic pathway	Yes
55	Diplomas	Health and Social Care	From 01/01/2011	2	Dementia	Yes
56	Diplomas	Health and Social Care	From 01/01/2011	3	Dementia	Yes
57	Diplomas	Health and Social Care	From 01/01/2011	2	Learning Disabilities	Yes
58	Diplomas	Health and Social Care	From 01/01/2011	3	Learning Disabilities	Yes
62	Diplomas	Leadership in Health and Social Care and Children and Young People's Services (Level 5)	From 01/01/2011	5	Adults' Residential Management	Yes

Code	Group	Qualification Name	Achievable until, or available from	Level	Pathway	Relevant to social care
63	Diplomas	Leadership in Health and Social Care and Children and Young People's Services (Level 5)	From 01/01/2011	5	Adults' Management	Yes
64	Diplomas	Leadership in Health and Social Care and Children and Young People's Services (Level 5)	From 01/01/2011	5	Adults' Advanced Practice	Yes
67	Certificate	Supporting Individuals with Learning Disabilities	From 01/01/2011	2	n/a	Yes
68	Certificate	Supporting Individuals with Learning Disabilities	From 01/01/2011	3	n/a	Yes
72	Awards	Understanding Working with People with Mental Health Issues	From 01/01/2011	2	n/a	Yes
73	Certificate	Assisting and Moving Individuals in Social Care	From 01/01/2011	2	n/a	Yes
74	Awards	Providing an Induction in to Assisting & Moving Individuals in Adult Social Care	From 01/01/2011	3	n/a	Yes
76	Certificate	Preparing to work in Adult Social Care	From 01/01/2011	2	n/a	Yes
77	Certificate	Preparing to work in Adult Social Care	From 01/01/2011	3	n/a	Yes
82	Assessor and mentoring	Any Assessor qualification	From 01/01/2011	n/a	n/a	No
83	Assessor and mentoring	Any Internal Verifier qualification	From 01/01/2011	n/a	n/a	No
84	Assessor and mentoring	Any Mentoring qualification	From 01/01/2011	n/a	n/a	No
85	Awards	Preparing to Work in Adult Social Care	From 01/01/2011	1	n/a	Yes
86	Awards	Award in Stroke Awareness	From 01/01/2011	2	n/a	Yes
87	Certificate	Certificate in Stroke Care Management	From 01/01/2011	3	n/a	Yes
88	Awards	Basic awareness of Diabetes	From 01/01/2011	2	n/a	Yes
89	Certificate	Working with individuals with Diabetes	From 01/01/2011	3	n/a	Yes
90	Awards	Food safety in health and social care and early years and childcare settings	From 01/01/2011	2	n/a	Yes
91	Awards	Promoting food safety and nutrition in health and social care or early years and childcare settings	From 01/01/2011	2	n/a	Yes
92	Awards	Introduction to Health, Social Care and Children's and Young People's Settings	From 01/01/2011	1	n/a	Yes
93	Certificate	Introduction to Health, Social Care and Children's and Young People's Settings	From 01/01/2011	1	n/a	Yes
94	Awards	Supporting Individuals with Learning Disabilities	From 01/10/2011	2	n/a	Yes
95	Awards	Supporting Individuals with Learning Disabilities	From 01/10/2011	3	n/a	Yes

Code	Group	Qualification Name	Achievable until, or available from	Level	Pathway	Relevant to social care
96	Awards	Employment Responsibilities and Rights in Health, Social Care, Children and Young People's Settings	From 01/01/2010	2	n/a	Yes
98	Certificate	Delivering Chair-Based Exercise with Frailer Older Adults and Adults with Disabilities in Care and Community Settings	From 01/01/2012	2	n/a	Yes
99	Awards	Awareness of End of Life Care		2	n/a	Yes
100	Awards	Awareness of End of Life Care		3	n/a	Yes
101	Certificate	Working in End of Life care		3	n/a	Yes
102	Certificate	Leading and Managing Services to Support End of Life and Significant Life Events		5	n/a	Yes
103	Awards	Awareness of the Mental Capacity Act 2005	From 01/01/2013	3	n/a	Yes
104	Diplomas	Approved Mental Health Professional	From 01/01/2000	4 plus	n/a	Yes
105	Diplomas	Approved Social Worker	From 01/01/2000	4 plus	n/a	Yes
107	Award	Award in Supporting Individuals on the Autistic Spectrum		3	n/a	Yes
108	Certificate	Certificate in Supporting Individuals on the Autistic Spectrum		3	n/a	Yes
109	Diploma	Adult Care		4	n/a	Yes
110	Certificate	Adult Care		4	n/a	Yes
111	Awards	Any other social care relevant award		n/a	n/a	Yes
112	Awards	Any other non-social care relevant award		n/a	n/a	No
113	Certificate	Any other social care relevant certificate		n/a	n/a	Yes
114	Certificate	Any other non-social care relevant certificate		n/a	n/a	No
115	Diplomas	Any other social care relevant diploma		n/a	n/a	Yes
116	Diplomas	Any other non-social care relevant diploma		n/a	n/a	No
117		Any children's/young people's qualifications		n/a	n/a	No
118	Certificate	Independent Advocacy		3	n/a	
119	Certificate	Assisting and Moving Individuals for a Social Care Setting		2	n/a	
120	Certificate	Understanding Autism		2	n/a	
121	Certificate	Autism Support		3	n/a	
122	Certificate	Understanding Autism		3	n/a	
123	Certificate	Clinical Skills		2		

Code	Group	Qualification Name	Achievable until, or available from	Level	Pathway	Relevant to social care
124	Certificate	Clinical Skills		3		
125	Certificate	Fundamental Knowledge in Commissioning for Wellbeing		5		
126	Certificate	Understanding Care and Management of Diabetes		2		
127	Certificate	Understanding Diabetes		2		
128	Certificate	Understanding Care and Management of Diabetes		3		
129	Diploma	Diploma in Care (RQF)		2		
130	Diploma	Diploma in Care (RQF)		3		
131	Certificate	Principles of Leadership and Management in Adult Care		4		
132	Diploma	Leadership and Management for Adult Care (RQF)		5		
133	Certificate	Understanding the Safe Handling of Medication		2		
134	Certificate	Principles of Safe Handling of Medication in Health and Social Care (RQF)		2		
135	Certificate	Understanding the Safe Handling of Medication in Health and Social Care		2		
136	Certificate	Awareness of Mental Health Problems		2		
137	Certificate	Mental Health Awareness		2		
138	Certificate	Principles of Working with People with Mental Health Needs		2		
139	Certificate	Understanding Working in Mental Health		2		
140	Certificate	Understanding Working with People with Mental Health Needs		2		
141	Certificate	Understanding Mental Health		3		
142	Certificate	Understanding Mental Health Care		3		
143	Certificate	Social Prescribing		3		

CODE	List of Apprenticeships
301	Level 2 Intermediate Apprenticeship in Health and Social Care (framework)
302	Level 2 Adult Care Worker (standard)
303	Level 3 Advance Apprenticeships in Health and Social Care (framework)
304	Level 3 Adult Care Worker (standard)
305	Level 4 Lead Practitioner in Adult Care (standard)
306	Level 5 Higher Apprenticeship in Care Leadership and Management (framework)
307	Level 5 Leader in Adult Care (standard)
308	Degree Social Worker (standard)
309	Level 5 Nursing Associate (standard)
310	Degree Registered Nurse (standard)
311	Any other apprenticeship framework or standard
312	Occupational Therapist
313	Physiotherapist
314	Think ahead
315	Social worker integrated degree apprenticeship