Bulk Uploading Data Items

Workplace Records

June 2025

Version 16

Introduction

A workplace file can be used to create a new workplace or update existing ones.

When an upload is carried out the system will read the status column of every workplace and carry out the actions depending on which STATUS is set.

The LOCALESTID is the identifier that tells the system which workplace you are referring to. The LOCALESTID's/Workplace reference for existing workplaces can only be changed manually by logging into your workplace account (parent account if you have ownership for your workplaces). For new workplaces created within your file the LOCALESTID should be set within your file at the time of creation.

As a parent account you can bulk upload for any of your workplaces providing you have full ownership of the accounts. Any workplace accounts that you have ownership for should always be included in every upload otherwise the system will delete them. All column headings must be present in your file and spelt as below.

All validation rules below must be followed; any data that does not follow the specific rules will be ignored. Leading zeros should not be used. The codes should be used as you see them in this guidance document.

If your files fail validation you can look at a full results 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 results report for future reference before carrying on with your upload.

You must upload both a workplace file and a staff records file together otherwise you will not be able to validate your files.

Changes to bulk upload

New questions added about the Care workforce pathway: CWPAWARE, CWPUSE and CWPUSEDESC

Questions removed: ADVERTISING and INTERVIEWS

New job roles added: 46 – Data analyst

47 – Data governance manager

48 – IT and digital support

49 – IT manager

50 – IT service desk manager

51 – Software developer

52 – Support worker

Job roles removed: 22 – Technician (mapped to 27 – Other job roles not directly involved in providing care)

41 – Care Navigator (mapped to 40 – Care Coordinator)

Column heading	Validation	Mandatory for which users
LOCALESTID Set at workplace level and must match your workplace file	**Maximum 50 characters**	**All users**
STATUS To ensure the system knows how you want each workplace treating you must include a status for every workplace in your file. **DELETE = Delete this workplace** **UPDATE = Update this workplace replacing all data already in the system with the data in this file** **UNCHECKED = This workplace has not been checked – the system will leave all data already held against this workplace and NOT update it** **NOCHANGE = This workplace 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**	**Must be one of:** **DELETE** **UPDATE** **UNCHECKED** **NOCHANGE** **NEW**	**All users**
ESTNAME This is the name of your workplaces. It should reflect the name used within your company for ease of identification when using the data. For Head office remember to include your company name as well as head office e.g. Skills for Care Head Office or SfCHO.	**Maximum 120 characters**	**All users**
ADDRESS1 This is the first line of your address and must be included in your file to allow the system to create your workplace records.	**Maximum 40 characters**	**All users**
ADDRESS2	**Maximum 40 characters**	
ADDRESS3	**Maximum 40 characters**	
POSTTOWN	**Maximum 40 characters**	
POSTCODE Postcodes are checked against the Ordnance Survey postcode database and if a new workplace has an incorrect or unfound postcode this workplace must be manually registered on ASC-WDS. For a workplace that already exists but the postcode cannot be found the updated postcode will be ignored.	**Maximum 10 characters**	**All users**

ESTTYPE Workplace type must be one of the following **1 = Statutory: Local Authority (adult services)** **3 = Statutory: Local Authority (Generic/Other Services)** **6 = Private Sector** **7 = Voluntary or "Third" Sector** **8 = Other**	**Must be a number 1 – 8**	**All users**
OTHERTYPE Workplace type description – this should only be filled in if you have selected **8 – Other** as your workplace type above.	**Maximum 120 characters**	
PERMCQC You should indicate whether you agree to share your data with CQC **0 = No** **1 = Yes** The CQC use the data as part of their overall suite of intelligence about adult social care providers and the wider sector. Not everything is shared with the CQC, we do not share record ID, pay, sickness/absence, date of birth, national insurance number, ethnicity, nationality, country of birth, year of arrival in the UK and hours worked in the last 7 days. The CQC cannot identify workers from the data that is shared with them.	**Must be either 0 or 1**	**All users – if regulated with CQC**
PERMLA You should indicate whether you agree to share your data with local authorities **0 = No** **1 = Yes** Local authorities would like to access your data to help them monitor where they've made ASC-WDS a condition of contract. Having access to care provider data allows local authorities to plan the sector by area. It helps them to tackle recruitment issues and to understand the types of training needed by care providers. Not everything is shared with local authorities, we do not share record ID, date of birth, national insurance number, ethnicity, nationality, country of birth and year of arrival in the UK. Local authorities cannot identify workers from the data that is shared with them.	**Must be either 0 or 1**	**All users**
REGTYPE Is your workplace registered with CQC? **0 = Not registered** **2 = CQC registered**	**Mut be 0 or 2**	**All users**
PROVNUM If you are CQC registered enter your provider number – this is given to the head office by CQC. e.g. 1-123456789	**Must be in the correct format of n-nnnnnnnnn (where n is a number between 0 and 9)**	**All users (if the workplace is registered with CQC)**

LOCATIONID CQC registered workplaces only Location ID – this is given to each location by CQC and should be a unique number to that specific location. Head office may not have a location ID if they do not carry out any registered service from the head office, if this is the case main service should be set to "Head office services". e.g. 1-134567890. A location ID can only be entered against one ASC-WDS account.	**Must be in the correct format of n-nnnnnnnnn (where n is a number between 0 and 9)**	**All users (if the workplace is registered with CQC)**
MAINSERVICE This is the service that you consider is the main one for each workplace. You must enter the code next to the service you have chosen from the list of services below. If you have specified above that you are registered with CQC the main service you select must be the service CQC have regulated you to provide.	**For full list of services please see Main Service list**	**All users**
ALLSERVICES From the list of services below you should select the corresponding number for all the services you provide and enter it in this column for each workplace. Services should be separated by a semi colon and should also include the number for the main service that you selected in the previous question. However, if you do not provide any other services please put a 0 (zero) after your main service. E.g. 8;0	**For full list of services please see Main Service list**	**All users**
CAPACITY This is the service capacity for each of the services that you have selected in the previous question. This must match the order of the "ALLSERVICES" question and each number must be separated by a semi-colon. E.g. if the service you provide is a care home then the capacity would be the maximum number of beds. Please refer to the Main service list below to see if Capacity is required for your service(s).	**Must be a number up to 4 digits**	**Claiming funding (if applicable)** **Local Authority return (if applicable)**
UTILISATION These are daily measures of the uptake of your services at completion date. These numbers must match the order of the "ALLSERVICES" question and each number must be separated by a semi-colon. E.g. if your care home has a maximum of 5 beds but on the day of completion only 3 were being used then 3 would be the utilisation (uptake). Please refer to the Main service list below to see if Utilisation is required for your service(s).	**Must be a number up to 4 digits**	**Claiming funding (if applicable)** **Local Authority return (if applicable)**

SERVICEDESC This should only be used to describe your "other" services in the question above called ALLSERVICES under numbers **5,7,12,21 and 52**. The descriptions must be in the same order as the answers in ALLSERVICES separated by a semi colon.	**Maximum 120 characters per description**	
SERVICEUSERS This must be a list of all users separated by a semi colon e.g. 2;3;4 Please include all types of service user that you provide a service for.	**For full list of users please see [Service user list]**	**Claiming funding (if applicable)** **Local Authority return (if applicable)**
OTHERUSERDESC This is a description of any service user that comes under the following: **3 – Older people not in above categories, 9 – Adults not in above categories, 21 – Other service users.** And must match the order of the "SERVICEUSERS" above separated by semi colons.	**Maximum 120 characters per description**	
TOTALPERMTEMP This is the total of all staff that work at each workplace (not including volunteers).	**Must be a number between 0 and 999**	**All users**
ALLJOBROLES From the job roles list you must include all job roles that have starters, leavers and/or vacancies, separated by semi colons.	**Must be a number from the [Job Roles list]**	**Claiming funding** **Local Authority return**
STARTERS This is a total by job role of any permanent or temporary member of staff that have started working for you in the last 12 months. They must match the order of the ALLJOBROLES above and be separated by semi colons. Totals that are three times greater than TOTALPERMTEMP will need to be confirmed/validated by Support. Contact us on 0113 241 0969. **If you do not know whether you have starters or not please simply enter 999 – do not add any semi colons.**	**Number up to 4 digits**	**Claiming funding** **Local Authority return**
LEAVERS This is a total by job role of any permanent or temporary member of staff that have ceased working for you in the last 12 months. They must match the order of the ALLJOBROLES above and be separated by semi colons. Totals that are three times greater than TOTALPERMTEMP will need to be confirmed/validated by Support. Contact us on 0113 241 0969. **If you do not know whether you have leavers or not please simply enter 999 – do not add any semi colons.**	**Number up to 4 digits**	**Claiming funding** **Local Authority return**

VACANCIES Are any of the ALLJOBROLES vacancies? This is a total by job role of any permanent or temporary vacancies that you have. They must match the order of the ALLJOBROLES above and be separated by semi colons. Totals that are three times greater than TOTALPERMTEMP will need to be confirmed/validated by Support. Contact us on 0113 241 0969. **If you do not know whether you have vacancies or not please simply enter 999 – do not add any semi colons.**	**Number up to 4 digits**	**Claiming funding** **Local Authority return**
REASONS Reasons for leaving must be selected from the list below for each leaver within the last12 months separated by a semi colon. If you have multiple staff that have left for the same reason you would only pick that number once.	**Must be a number from the Reasons list**	**Claiming funding**
REASONNOS This is how many have left for the reasons you have entered in the question above. This list must match the order of the reasons and must total the same as leavers entered above.	**Number of up to 9 digits**	**Claiming funding**
REPEATTRAINING Do new care workers have to repeat training they've done with previous employers? **1 = Yes, always** **2 = Yes, very often** **3 = Yes, but not very often** **4 = No, never**	**Must be a number from the list**	
ACCEPTCARECERT Would you accept a Care Certificate from a worker's previous employer? **1 = Yes, always** **2 = Yes, very often** **3 = Yes, but not very often** **4 = No, never**	**Must be a number from the list**	
CWPAWARE How aware of the care workforce pathway is your workplace? **1 = Aware of how the care workforce pathway works in practice** **2 = Aware of the aims of the care workforce pathway** **3 = Aware of the term care workforce pathway** **4 = Not aware of the care workforce pathway** **999 = I do not know how aware our workplace is of the care workforce pathway**	**Must be a number from the list**	

CWPUSE Is your workplace using the care workforce pathway? **1 = Yes, we use the care workforce pathway for one or more reasons – followed by a semi colon and the reason(s) from the options below i.e. 1;1 or 1;4;9** **2 = No, we do not currently use the care workforce pathway** **999 = I do not know if we use the care workforce pathway** If answered yes, why are you using the care workforce pathway? **1 = To help define our organisation's values** **2 = To help update our job descriptions** **3 = To help update our HR and learning and development policies** **4 = To help identify skills and knowledge gaps in our staff** **5 = To help identify learning and development opportunities for our staff** **6 = To help set levels of pay** **7 = To help with advertising job roles and recruitment** **8 = To help demonstrate delivery and outcomes to commissioners and CQC** **9 = To help plan our future workforce** **10 = For something else – please use CWPUSEDESC to describe how else you use the care workforce pathway**	**Must be a number from the list**	
CWPUSEDESC This should only be used if you have used code **10** in CWPUSE and should describe why else you use the care workforce pathway.	**Maximum 120 characters**	
BENEFITS Do you pay care workers a cash loyalty bonus within their first 2 years of employment? **1 = Yes followed by semi colon amount in pounds (and pence if applicable) i.e. 1;250 or 1;250.50 but do not use a pound sign £ (if you do not know the exact amount leave it blank and just enter 1)** **0 = No** **unknown = Don't know**	**1;nnn, 0 or unknown**	
SICKPAY Do you pay your care workers more than Statutory Sick Pay if they cannot work because of illness? **1 = Yes** **0 = No** **unknown = Don't know**	**1, 0 or unknown**	

PENSION Do you contribute more than the minimum 3% into workplace pensions for your care workers? **1 = Yes** **0 = No** **unknown = Don't know**	**1,0 or unknown**	
HOLIDAY How many days leave do your full-time care workers get each year? **Enter number of days leave**	**Number**	

1,0 or unknown

Main Service list – (MAINSERVICE and ALLSERVICES)

Code	Adult Residential	Capacity	Utilisation
1	Care home services with nursing – CQC Regulated	Total Beds	Beds currently in use
2	Care home services without nursing – CQC Regulated	Total Beds	Beds currently in use
53	Sheltered housing	N/A	How many service users
5	Other adult residential care service	Total Beds	Beds currently in use
	Adult Day Care		
6	Day care and day services	Total places	How many service users
7	Other adult day care services	Total places	How many service users
	Adult Domiciliary		
8	Domiciliary Care services – CQC Regulated	N/A	How many service users
73	Live-in Care (can only be used as Other Service for ALLSERVICES not as MAINSERVICE)- CQC Regulated	N/A	How many service users
74	Nurses agency – CQC Regulated	N/A	How many service users
54	Extra Care housing services – CQC Regulated	N/A	How many service users
55	Supported living services – CQC Regulated	N/A	How many service users
10	Domestic services and home help	N/A	How many service users
12	Other adult domiciliary care services	N/A	How many service users
	Adult Community Care		
17	Shared lives – CQC Regulated	Total places	How many service users
13	Carers support	N/A	N/A
14	Short breaks or respite care	N/A	N/A
15	Community support and outreach	N/A	N/A
16	Social work and care management	N/A	N/A
18	Disability adaptations or assistive technology services	N/A	N/A
19	Occupational or employment related services	N/A	N/A
20	Information and advice services	N/A	N/A
21	Other adult community care services	N/A	N/A
61	Community based services for people with a learning disability – CQC Regulated	N/A	N/A
62	Community based services for people with mental health needs – CQC Regulated	N/A	N/A
63	Community based services for people who misuse substances – CQC Regulated	N/A	N/A
64	Community healthcare services – CQC Regulated	N/A	N/A
66	Hospice services – CQC Regulated	N/A	N/A
67	Long Term conditions services – CQC Regulated	N/A	N/A

68	Hospital services for people with mental health needs and/or learning disabilities and/or problems with substance misuse – CQC Regulated	N/A	N/A
69	Rehabilitation services – CQC Regulated	N/A	N/A
70	Residential substance misuse treatment/rehabilitation services – CQC Regulated	N/A	N/A
71	Other healthcare service	N/A	N/A
	Other	N/A	N/A
52	Any Other Services	N/A	N/A
72	Head Office Services	N/A	N/A
75	Any children's young peoples services	N/A	N/A
60	Specialist College Services – SPC	N/A	N/A
0	No other service provided	N/A	N/A

Service Users – (SERVICEUSERS)

Category	Older People	Adults	Children and Young People
With Dementia	1	28	Not applicable
With mental disorders or infirmities, excluding learning disability or dementia	2	6	Not applicable
Detained under the mental health act	22	29	Not applicable
With learning disabilities and/or autism	23	5	Not applicable
With physical disabilities	25	4	Not applicable
With sensory impairment(s)	26	7	Not applicable
Who misuse alcohol/drugs	27	8	Not applicable
With an eating disorder	46	31	Not applicable
With emotional or behavioural difficulties	Not applicable	Not applicable	Not applicable
Any children and young people	Not applicable	Not applicable	45
Not in above categories	3	9	Not applicable

Carers		Others	
18	Carers of older people	21	Other service users
19	Carers of adults		
20	Carers of children and young people		

Job Role list – (ALLJOBROLES)

1	Senior Management
2	Middle Management
3	First Line Management
4	Registered Manager (Only CQC registered services)
5	Supervisor
6	Social Worker
7	Senior Care Worker
8	Care Worker
9	Community, Support and Outreach Work
10	Employment Support
11	Advice, Guidance and Advocacy
15	Occupational Therapist
16	Registered Nurse
17	Allied Health Professional (not Occupational Therapist)
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
26	Ancillary staff not care-providing
27	Other job roles not directly involved in providing care
34	Activities worker or co-ordinator
35	Safeguarding & Reviewing Officer
36	Occupational Therapist Assistant
37	Nursing Associate
38	Nursing Assistant
39	Assessment Officer
40	Care Co-ordinator
42	Any children's/young people's job role
43	Deputy Manager
44	Learning and development lead
45	Team leader
46	Data analyst
47	Data governance manager
48	IT and digital support
49	IT manager
50	IT service desk manager
51	Software developer
52	Support worker

Reasons – (REASONS)

21 - They moved to another adult social care employer

22 - They moved to a role in the health sector

23 - They moved to a different sector (e.g. retail)

24 - They moved to another role in this organisation

25 - The worker chose to leave (destination unknown)

26 - The worker retired

27 - Employer terminated their employment

14 – Other reasons

15 – Reason not known