

Information required by the DASS Process

What information do you need to submit?

Once you have notified your LA that you would like to use the DASS process **you will be sent a letter with a request for information**. To help you have this information ready to go - we have set this out below:

Provider details:

Name and CQC registration and Location ID

Sponsored worker details:

Full name (as on their passport), DoB, Nationality, previous CoS No. if you have it. (If not include any identifying Home Office reference).

CoS request details:

Number of CoS being requested and SOC Code (for example 1 x 6135 @ 37 hours per week)

New CoS details:

Is it a **renewal** of existing staff, to **replace** staff (for example to support staff turnover), or to fill a **new** role (for example due to an increase in care packages).

Supporting statements*

Here are examples of supporting statements you may want to add:

For renewals of existing staff:

All workers are currently employed full-time in genuine roles within our regulated care service and continue to meet Skilled Worker requirements.

For new roles (if applicable):

All of the workers were last granted permission as a Skilled Worker to work as a care worker/ senior care worker and have had continuous permission since then.

- ✓ Give as much information as you can detailing the reason you require these workers.
- ✓ Add detail about how many hours each worker will be sponsored for and the rate of pay. Any renewals or new CoSs will move workers onto £25,000 pa (£12.82 p/h 37.5hrs p/w)
- ✓ Also state if the worker you are sponsoring is a displaced worker

*Thanks to South East Social Care Alliance (sesca.org.uk) for the information they have shared to help describe this process.

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In addition you will be asked to complete the following questions on the template letter sent to you by the LA:

1. On average over the past 12/24 months, how many individuals have you supported per week?
2. On average over the past 12/24 months, how many hours of care have you provided per week?
3. How many care workers (FTE) do you currently employ? How many (FTE) have you employed on average during the last 12 / 24 months? If there are significant changes between years, please explain the reasons for this (e.g. taking over a service, staff TUPE, service expansion, etc)
4. How many FTE vacancies do you currently have that you are looking to fill with international vacancies?
5. If you currently have a contract/s in place with X Local Authority or the NHS, what is the form of the contract (i.e. block or spot purchased, framework, etc.) and how long have contracts been in place/have left to run?
6. What percentage of your care workforce are, or have been, recruited via temporary staffing agencies over the past 12 / 24 months?
7. What is your current care staff turnover rate?
8. What percentage of your current care workforce (FTE), and of your care workforce (FTE) over the past 12/24 months, are or were international recruits with a health and care visa?
9. How long have you been registered with CQC and what is your current rating (please state if not yet rated)?
10. (Free text, limited to 200 words) Please indicate all previous experience of international recruitment (all roles) in your organisation (i.e. numbers of staff recruited / roles recruited to / yrs experience of international recruitment etc). What support does your organisation offer to new international recruits (e.g. pastoral support, advice, accommodation, driving lessons)?

The key to the approval of a new CoS is that the role is genuine and can be supported by the organisation. Therefore, the following criteria will be used to approve:

- is vacancy genuine?
- is the evidence provided sufficient to support a decision?
- is the provider known to the LA?
- has there been previous non compliance by the provider?
- are there financial concerns regarding the provider?
- is there consistent contract information - does the contract information provided agree with the LAs understanding of the contracts issued?

☒ Please provide as much detail as possible. The more complete the information provided the quicker and easier it will be for the Local Authority to assess your application.