###### **Induction Training, Assessment and Competency Requirements**

###### **Residential Care Assistants and Reablement Assistants**

**For Corporate Mandatory Training - refer to** [**http://intranet/index.aspx?articleid=32243**](http://intranet/index.aspx?articleid=32243)

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| **Adult Social Care Mandatory Care Certificate Standards** **The manager is required to assess and sign off achievement of the Care Certificate Standards within 3 months.** For experienced workers please use on-line assessments to check ability. If the assessment results show they have a good knowledge in a standard and they have a valid/current certificate (i.e. within last 12 months, meets WBC standards), they will only require a work based observation and do not need to attend the course for that standard.See below notes on using CC assessments for more info contact Social Care Training 01635 503033 | **Induction within****3 months** |
| Food Safety, Nutrition and Hydration | Classroom |
| Stress Management and Wellbeing (Mandatory Corporate Course) | WBC E-learning |
| Handling Information, GDPR, Security and Recording Skills  | Classroom |
| Equality and Diversity (Mandatory Corporate Course)  | WBC E-learning |
| Safeguarding Adults Level 1  | Classroom |
| Person-Centred Support and Communication | Classroom |
| Awareness of Mental Health, Dementia and Learning Disabilities  | Classroom |
| Health and Safety in a Social Care Environment and Observation by manager and Services Training delivered in the workplace | Classroom |
| Fire Awareness (Corporate Course) and Observation by manager and Services Training delivered in the workplace | Classroom / WBC E-learning |
| Moving and Positioning of People inc Hoists Foundation and Observation by manager and Services Training delivered in the workplace and completion of competence check list  | Classroom |
| First Aid Awareness | Classroom |
| Infection Control and Observation by manager +completion of competence check list | Classroom |
| Medication Administering Only needed if administering meds and Observation by manager and Services Training delivered in the workplace +completion of competence check list | Classroom |
| **Note: There are also Work Books available for workers with no experience of social care.** New employees work through questions in the book after the course to develop their learning further. A book is available for each standard. To get copies for new employees contact Social Care Training 01635 519373 |
| **To be covered in first year according to job role also see Safe To Practice Matrix** | **Others within****1styear** |
| Mental Capacity Act Level 1 | Classroom |
| End of Life Care ( a variety of courses on offer, both via Social Care Training & NHS)) | Classroom and/or e-learning |
| Dementia Introduction | Classroom and/or e-learning |
| Intro to Personal Budgets – for some | Classroom |
| Long Term Conditions ( a variety of courses on offer) | Classroom and/or e-learning |
| MUST – Nutritional Screening Tool | Classroom |
| Epilepsy and it’s Management | Classroom |
| Makaton | Classroom |

**Notes on using Knowledge Assessments via WBC Learning Time modules :** The employee must score 80% on the assessment to pass the module. If an employee fails to pass the assessment, the module will not show as completed. If an employee has problems with passing an assessment, the manager can discuss the problem areas with them before they re-attempt the assessment. Alternatively, the employee should attend a classroom training course.

**Recommended Qualifications**

If the worker does not hold the relevant qualification for the role, they should work towards a level 2 qualification in first 2 years of their role.

Level 2 qualifications: Diploma in Health & Social Care, following Generic, Learning Disability or Dementia pathway.

Those administering medication should also work towards Level 2 Qualification in Administering Medication

**Refresher Requirements**

Refer to Safe To Practice Matrix

**Residential Care Officers, Reablement Officers, Senior Care Workers and Social Care Support Outreach Workers**

**For Corporate Mandatory Training - refer to** [**http://intranet/index.aspx?articleid=32243**](http://intranet/index.aspx?articleid=32243)

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| **Adult Social Care Mandatory Care Certificate Standards****The manager is required to assess and sign off the Care Certificate Standards within 3 months.** For experienced workers please use on-line assessments to check ability. If the assessment results show they have a good knowledge in a standard and they have a valid/current certificate (i.e. within last 12 months ,meets WBC standards), they will only require a work based observation and do not need to attend the course for that standard.See below notes on using CC assessments for more info contact Social Care Training 01635 519373 | **Induction within****3 months** |
|  |  |
| Stress Management and Wellbeing (Mandatory Corporate Course) | WBC E-learning |
| Handling Information/GDPR/Data Protection, Security and Recording Skills  | Classroom |
| Equality and Diversity (Mandatory Corporate Course)  | WBC E-learning |
| Safeguarding Adults Level 1  | Classroom |
| Person-Centred Support and Communication | Classroom |
| Dementia Introduction | Classroom |
| Health and Safety in a Social Care Environment and Observation by manager and Services Training delivered in the workplace | Classroom |
| Fire Awareness (Corporate Course) and Observation by manager and Services Training delivered in the workplace and completion of competence check list | Classroom/ WBC E-learning |
| Moving and Positioning of People inc Hoists Foundation and Observation by manager and Services Training delivered in the workplace and completion of competence check list | Classroom |
| First Aid Awareness | Classroom |
| Infection Control and Food Safety, Nutrition & Hydration + Observation by manager +completion of competence check list | Classroom |
| Medication Administering Only needed if administering meds and Observation by manager and Services Training delivered in the workplace and completion of competence check list | Classroom |
| **To be covered in first year according to job role also see Safe To Practice Matrix** | **Others within 1st year** |
| Safeguarding Children Universal (for Services working with families) | Classroom |
| Mental Capacity Act Level 1 | Classroom |
| End of Life Care ( a variety of courses on offer, both via Social Care Training & NHS)) | Classroom  |
| Dementia Introduction | Classroom  |
| Intro to Personal Budgets – for some | Classroom |
| Long Term Conditions ( a variety of courses on offer) | Classroom  |
| Care Planning  | Classroom  |
| Support Planning – for some | Classroom |
| Health & Safety risk assessments for Care Profession | Classroom |
| Level 2 Food Hygiene- if food handler | Classroom |
| Medication Administering – a knowledge of for those not administering | CC Assessment |
| Supervision Skills – assess against management standards for those supervising staff | Classroom |
| MUST – Nutritional Screening Tool | Classroom |
| Epilepsy and it’s Management | Classroom |
| Makaton | Classroom |

**Notes on using Knowledge Assessments via WBC Learning Time modules :** The employee must score 80% on the assessment to pass the module. If an employee fails to pass the assessment, the module will not show as completed. If an employee has problems with passing an assessment, the manager can discuss the problem areas with them before they re-attempt the assessment. Alternatively, the employee should attend a classroom training course.

**Recommended Qualifications:** If the worker does not hold the relevant qualification for the role, they should work towards a **Level 3 qualification** i.e. Diploma in Health & Social Care, following Generic, Learning Disability or Dementia pathway**.**

If administering medication, they also need to work towards Level 2 certificate in administering medication.

If supervising staff, L2 Management or Team Leading

**Refresher Requirements**

Refer to Safe To Practice Matrix