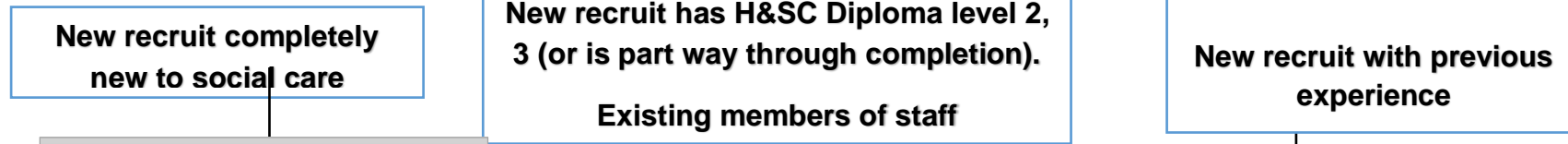


Care Certificate flowchart



Employees must complete the Care Certificate - 15 Standards and Observations.

Employees may not need to undertake the full Care Certificate.

Training to be arranged

The employee to complete the self-assessment tool to determine if there are any gaps in skills or knowledge.

From the self-assessment the manager discusses with the employee any gaps in skills and/or knowledge and agrees any learning objectives, make a record with time frames for completion.

It's important to ensure that records are kept of learning as CQC may want to see this as evidence.

Note: Learning may be achieved through: shadowing, mentoring, reading, face to face training, using the Skills for Care Workbooks.

When all standards are completed, submit evidence of competence to the registered manager

Care Certificate signed and issued by the Registered Manager.
Note: Ensure recorded in the NMDS-SC

Learner assessed by a suitably competent person.
Note: learners should not be left to work without direct supervision until they have been deemed as competent in the Standards.
Assessments must be: Valid, Authentic, Current, Reliable and Sufficient.
Note: See Skills for Care guidance doc: 'The Care Certificate Framework / Assessors Document.'

Note: Full time staff should aim to complete within three months. Bank & part time staff should aim to complete within six months or less. The Care Certificate should be assessed holistically; (more than one standard /or element during an