



Support with  
**Confidence**  
WEST BERKSHIRE  
AND WOKINGHAM

**West Berkshire  
& Wokingham** Trading  
Standards  
Service

# Support with Confidence

## Training Record



**WOKINGHAM**  
BOROUGH COUNCIL

This service is provided  
in partnership



**West Berkshire**  
COUNCIL



Support with  
**Confidence**  
WEST BERKSHIRE  
AND WOKINGHAM

# Support With Confidence

Ensure  
Standards  
Training Record

**West Berkshire  
& Wokingham** | Trading  
Standards  
Service

# Training Record

Name:

Organisation:

Telephone: 01635 519930

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This training record remains the property of West Berkshire and Wokingham Trading Standards and **must** be given up upon request.

# Induction Training Log

This training reflects the Care Certificate, an identified set of standards that health and social care workers should adhere to in their daily working life. It is induction training and should be done in the first year of Support with Confidence membership.

<b>Subject/Course Title</b>	<b>Awarding body</b>	<b>Date</b>
1. Understanding Your Role		
2. Your Personal Development		
3. Duty of care		
4. Equality and Diversity		
5. Work in a Person Centred Way		
6. Communication		
7. Privacy and Dignity		
8. Fluids and nutrition		
9. Awareness of mental health, dementia and learning disability		
10. Safeguarding Adults		
11. Safeguarding Children		
12. Basic Life Support		
13. Health and Safety		
14. Handling Information		
15. Infection Control		
16. Moving and positioning		
17. Food Hygiene		

## Training Log for minimum learning and development in Adult Social Care

This training reflects the Skills for Care Learning and Development recommendations.

These are minimum legal requirements for health and social care workers.

Please see 'On Going Learning and Development in Adult Social Care' at

[www.skillsforcare.org.uk](http://www.skillsforcare.org.uk) – click on 'On-going learning and development' under the Learning and development tab at the top of the page. Then download the full guide.

Subject/Course Title	Awarding body	Date of training	Minimum recommended refresher frequency
4. Equality and Diversity			3 years
5. Work in a Person Centred Way			3 years
6. Communication			3 years
7. Privacy and Dignity			3 years
8. Fluids and nutrition			3 years
10. Safeguarding Adults			Annually Classroom - 3 years
11. Safeguarding Children			Annually
12. Basic Life Support			Annually Classroom - 3 years
13. Health and Safety			3 years
14. Handling Information			3 years
15. Infection Control			3 years
16a. Moving and transferring people			Annually Classroom - 3 years
16b. Moving and handling objects			Annually
17. Food Hygiene			3 years
18. Fire safety			Annually
19. Medication management and administration			Annually
20. Mental capacity and deprivation of liberty safeguards			3 years

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# I. Understand Your Role

## (Health & Social Care Worker/Personal Assistant)

We recommend Personal Assistants do this module in a face to face setting through Support with Confidence as part of your accreditation.

Date

Mode of training

**This course enables SWC applicants to meet part of the Care Certificate Standard – 1, outcomes 1, 2, 3 & 4. Personal Assistants should review this annually at the Support with Confidence renewal meeting.**

I.1 Understand your own role

I.2 Working in ways that have been agreed with your employer/client

I.3 Understand working relationships in health and social care

I.4 Work in partnership with others

Facilitator's Name:

Signature:

Training Organisation:

## 2. Your Personal Development

We recommend Personal Assistants do this module in a face to face setting through Support with Confidence as part of your accreditation.

Date

Mode of training

**This course enables SWC applicants to meet part of the Care Certificate Standard – 2, outcomes 1 & 2. Personal Assistants should review this annually at the Support with Confidence renewal meeting.**

2.1 Agree your personal development plan

2.2 Develop your knowledge, skills and understanding

Facilitator's Name:

Signature:

Training Organisation:

### 3. Duty of Care

Date

Mode of training

**This course enables SWC applicants to meet part of the Care Certificate Standard – 3, outcomes 1, 2, 3, 4 & 5**

3.1 Understand how duty of care contributes to safe practice

3.2 Understand the support available for addressing dilemmas that may arise about duty of care

3.3 Deal with comments and complaints

3.4 Deal with incidents, errors and near misses

3.5 Deal with confrontation and difficult situations

Facilitator's Name:

Signature:

Training Organisation:



## 4. Equality and Diversity

Date

Mode of training

**This course enables SWC applicants to meet part of the Care Certificate Standard – 4, outcomes 1, 2 & 3**

4.1 Understand the importance of equality and inclusion

4.2 Work in an inclusive way

4.3 Access information, advice and support about diversity, equality and inclusion

Facilitator's Name:

Signature:

Training Organisation:

## 5. Work in a person centred way

Date

Mode of training

**This course enables SWC applicants to meet part of the Care Certificate Standard – 5, outcomes 1, 2, 3, 4, 5, 6 & 7**

5.1 Understand person centred views

5.2 Understand working in a person centred way

5.3 Demonstrate awareness of the individuals immediate environment and make changes to address factors that may be causing discomfort or distress

5.4 Make others aware of any actions they may be undertaking that are causing discomfort or distress to individuals

5.5 Support individuals to minimise pain or discomfort

5.6 Support the individual to maintain their identity and self esteem

5.7 Support the individual using person centred values

Facilitator's Name:

Signature:

Training Organisation:

## 6. Communications

Date

Mode of training

**This course enables SWC applicants to meet part of the Care Certificate Standard – 6, outcomes 1, 2, 3, 4, 5 & 6**

6.1 Understand the importance of effective communication at work

6.2 Understand how to meet the communication and language needs, wishes and preferences of individuals

6.3 Understand how to promote effective communication

6.4 Understand the principles and practicalities relating to confidentiality

6.5 Use appropriate verbal and non-verbal communication

6.6 Support the use of appropriate communication aids/technologies

Facilitator's Name:

Signature:

Training Organisation:

## 7. Privacy and Dignity

Date

Mode of training

**This course enables SWC applicants to meet part of the Care Certificate Standard – 7, outcomes 1, 2, 3, 4, 5 & 6**

7.1 Understand the principles that underpin privacy and dignity in care

7.2 Maintain the privacy and dignity of the individual(s) in their care

7.3 Support an individual's right to make choices

7.4 Support individuals in making choices about their care

7.5 Understand how to support active participation

7.6 Support the individual in active participation in their own care

Facilitator's Name:

Signature:

Training Organisation:

## 8. Fluids and nutrition

Date

Mode of training

**This course enables SWC applicants to meet part of the Care Certificate Standard – 8, outcomes 1, 2 & 3**

8.1 Understand the principles of hydration, nutrition and food safety

8.2 Support individuals to have access to fluids in accordance with their plan of care

8.3 Support individuals to have access to food and nutrition in accordance with their plan of care

Facilitator's Name:

Signature:

Training Organisation:

## 9. Awareness of mental health, dementia and learning disability

Date

Mode of training

**This course enables SWC applicants to meet part of the Care Certificate Standard – 9, outcomes 1, 2 & 3**

- |     |   |                          |
|-----|---|--------------------------|
| 9.1 | Understand the needs and experiences of people with mental health conditions, dementia or learning disabilities   | <input type="checkbox"/> |
| 9.2 | Understand the importance of promoting positive health and wellbeing for an individual who may have a mental health condition, dementia or learning disability            | <input type="checkbox"/> |
| 9.3 | Understand the adjustments which may be necessary in care delivery relating to an individual who may have a mental health condition, dementia or learning disability care | <input type="checkbox"/> |

Facilitator's Name:

Signature:

Training Organisation:

# 10. Safeguarding Adults

Date

Mode of training

**This course enables SWC applicants to meet part of the Care Certificate Standard – 10, outcomes 1, 2, 3 & 4**

10.1 Understand the principles of Safeguarding adults

10.2 Reduce the likelihood of abuse

10.3 Respond to suspected or disclosed abuse care

10.4 Protect people from harm and abuse – locally and nationally

Facilitator's Name:

Signature:

Training Organisation:

# 11. Safeguarding Children

Date

Mode of training

**This course enables SWC applicants to meet part of the Care Certificate Standard – 11, outcome 1**

11.1 Safeguard children

Facilitator's Name:

Signature:

Training Organisation:



## I2. Basic Life Support

Date

Mode of training

**This course enables SWC applicants to meet part of the Care Certificate Standard – 12, outcomes 1**

12.1 Provide basic life support

Facilitator's Name:

Signature:

Training Organisation:

# I3. Health and Safety

Date

Mode of training

**This course enables SWC applicants to meet part of the Care Certificate Standard – 13, outcomes 1, 2, 3, 4, 5, 6, 7, 8 & 9**

13.1.1 Understand their own responsibilities, and the responsibilities of others, relating to health and safety in the work setting

13.2 Understand Risk Assessment

13.3 Move and assist safely care

13.4 Understand procedures for responding to accidents and sudden illness

13.5 Understand medication and healthcare tasks

13.6 Handle hazardous substances

13.7 Promote fire safety

13.8 Work securely

13.9 Manage stress

Facilitator's Name:

Signature:

Training Organisation:

# I4. Handling Information

Date

Mode of training

**This course enables SWC applicants to meet part of the Care Certificate Standard – I4, outcomes I**

I4.1 Handle information



Facilitator's Name:

Signature:

Training Organisation:

# I5. Infection prevention and control

Date

Mode of training

**This course enables SWC applicants to meet part of the Care Certificate Standard – 15, outcomes 1**

15.1 Prevent the spread of infection

Facilitator's Name:

Signature:

Training Organisation:

# I 6. Moving and positioning

Date

Mode of training

**This course enables SWC applicants to meet the Care Certificate Standards 3.1, 3.2, 3.4, 3.5, 7.1, 7.2 and 13.3.**

3.1 Understand how duty of care contributes to safe practice

3.2 Understand the support available for addressing dilemmas that may arise about duty of care

3.4 Deal with Incidents, errors and near misses care

3.5 Deal with confrontation and difficult situations

7.1 Understand the principles that underpin privacy and dignity in care

7.2 Maintain the privacy and dignity of the individual(s) in their care

13.1 Understand their own responsibilities, and the responsibilities of others, relating to health and safety in the work setting

Facilitator's Name:

Signature:

Training Organisation:

# I7. Food hygiene

Date

Mode of training

**This course is designed to meet the requirements of the Skills for Care Code of Conduct Standard 2 & 3.**

**This course is recommended for people who support individuals with their food and drink. It covers basic food safety and hygiene as well as the importance of good nutrition and hydration in maintaining well-being in any type of social care environment, plus preventing the spread of infection.**

1. Be accountable by making sure you can answer for your actions or omissions.

2. Promote and uphold the privacy, dignity, rights, health and wellbeing of people who use health and care services and their carers at all times.

Facilitator's Name:

Signature:

Training Organisation:

## 18. Fire safety

Date

Mode of training

**This course enables SWC members to meet the Care Certificate Standards 13.7**

13.7 Promote Fire Safety



Facilitator's Name:

Signature:

Training Organisation:

# I9. Medication management and administration

Date

Mode of training

**The aim of the course is to raise awareness of the management of medicines and provide care workers with knowledge and practical skills to safely select, prepare and give different types of medicines.**

**The course is designed to meet the requirements of the Skills for Care Code of Conduct Standard 1, 2, 3, & 4.**

1. Be accountable by making sure you can answer for your actions or omissions.

2. Promote and uphold the privacy, dignity, rights, health and wellbeing of people who use health and care services and their carers at all times.

3. Work in collaboration with your colleagues to ensure the delivery of high quality, safe and compassionate healthcare, care and support.

4. Communicate in an open, and effective way to promote the health, safety and wellbeing of people who use health and care services and their carers.

Facilitator's Name:

Signature:

Training Organisation:



## 20. Mental capacity and deprivation of liberty safeguards

Date

Mode of training

**The course is designed to meet the requirements of the Skills for Care Code of Conduct Standard 1, 2, 3, 6 & 7**

1. Be accountable by making sure you can answer for your actions or omissions.

2. Promote and uphold the privacy, dignity, rights, health and wellbeing of people who use health and care services and their carers at all times.

3. Work in collaboration with your colleagues to ensure the delivery of high quality, safe and compassionate healthcare, care and support.

6. Strive to improve the quality of healthcare, care and support through continuing professional development.

7. Uphold and promote equality, diversity and inclusion.

Facilitator's Name:

Signature:

Training Organisation:

# Useful Resources

## e-learning sites

[www.carecertificate.co.uk](http://www.carecertificate.co.uk)

[www.logontocare.org.uk](http://www.logontocare.org.uk)

## Classroom training providers

Safeguarding training must be done at Wokingham or West Berkshire councils

### **Wokingham Council**

My Learning

<http://wokingham.learningpool.com/>

### **West Berks Council**

<http://info.westberks.gov.uk/CHttpHandler.ashx?id=37156&p=0>

### **Reading Council**

[www.reading.gov.uk/pvitraining](http://www.reading.gov.uk/pvitraining) (click on what courses do you offer?)

### **Bracknell College**

[www.bracknell.ac.uk/courses/course-search](http://www.bracknell.ac.uk/courses/course-search)

## DBS

### **Bracknell Forest Council**

<https://dbs-ub-directory.homeoffice.gov.uk/org-page.php?id=121>

You will need to pay for the DBS, we recommend you join the update service which will mean that your DBS will be renewed on an annual basis.

## Skills for care

[www.skillsforcare.org.uk](http://www.skillsforcare.org.uk)

Code of Conduct

Ongoing learning and development

## Safeguarding Policy

[www.sabberkshirewest.co.uk/practitioners/berkshire-safeguarding-adults-policy-and-procedures/](http://www.sabberkshirewest.co.uk/practitioners/berkshire-safeguarding-adults-policy-and-procedures/)