

Policy No: 03-1401	Authorised: 	Date: 06/02/2020
QUALIFICATIONS & TRAINING POLICY		

This Policy summarises the basic qualifications requirements for Domiciliary Care staff, and for the arrangements set up within the Organisation that ensure staff receive appropriate support, including paid leave, for the purposes of personal training and professional development:

A: QUALIFICATIONS:

Health & Social Care Diplomas at levels 2 and 3 are preferred but not essential. These Diplomas consist of 3 Groups:

Group A consists of 9 mandatory units:

- Personal Development
- Equality and Inclusion
- Role of the Health & Social Care Worker
- Person-Centred Support
- Handling Information
- Communication
- Duty of Care
- Safeguarding of Vulnerable Adults
- Health & Safety

Group B consists of knowledge-only units that offer the learner the opportunity to undertake units that form either a generic or specialist Learning Disabilities or Dementia Pathway. *There is a choice of units and these are stipulated in order to achieve the appropriate pathway.*

Group C provides the learner with the opportunity to take a variety of competence units that reflect their job role. *This includes a range of both specialist and generic units.*

The former Registered Managers award and the current NVQ level 4 are now a combined qualification called the *Level 5 Diploma in Leadership for Health and Social Care and Children and Young People Services.*

B. TRAINING:

1. Reference *Policy No 1400*, Staff Training Programmes are grouped into 3 categories:

1.1 Induction Training - for ALL staff members

1.1 Job-specific Training - particular training needed for each Job Position, and which may include specialist elements as appropriate (see 5 below).

1.3 Refresher Training - for ALL staff members.

2. The Job-specific training (1.2 above) will address the specific training elements required for personal and professional development as individual Training Modules (e.g. a training course on Moving & Assisting, or Health & Safety). This training will often be supported by appropriate qualifications which the job-holder will be required to achieve.

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3. It is the policy within the Organisation that suitable assistance will be given to the job-holder to support his / her training needs to enable appropriate qualifications to be gained. Each employee will be given adequate opportunity to discuss their personal training needs with their supervisor / manager during formal supervision and appraisal sessions.
4. Assistance may take the form of time off from daily duties with pay (minimum 3 days per annum) and / or time off without pay, at the discretion of the supervisor / manager, according to individual circumstances.
5. Training Plans will focus upon key requirements for the job as defined in the Job Description. Reference clauses 1 and 2 above, this training will include the following essential modules:
 - 5.1 Moving & Handling
 - 5.2 First Aid
 - 5.3 Fire Safety
 - 5.3 Handling & Management of Medication
 - 5.4 Safeguarding Adults
 - 5.6 Health and Safety principles, as applied to the Domiciliary
 - 5.7 Food Hygiene principles, as applied to the Domiciliary Care setting.
 - 5.8 Infection Control
6. As per *Policy No 1400*, each employee will have their own training records and the responsibility for maintaining these will be that of the employee's immediate supervisor.

FORMS REFERENCES: