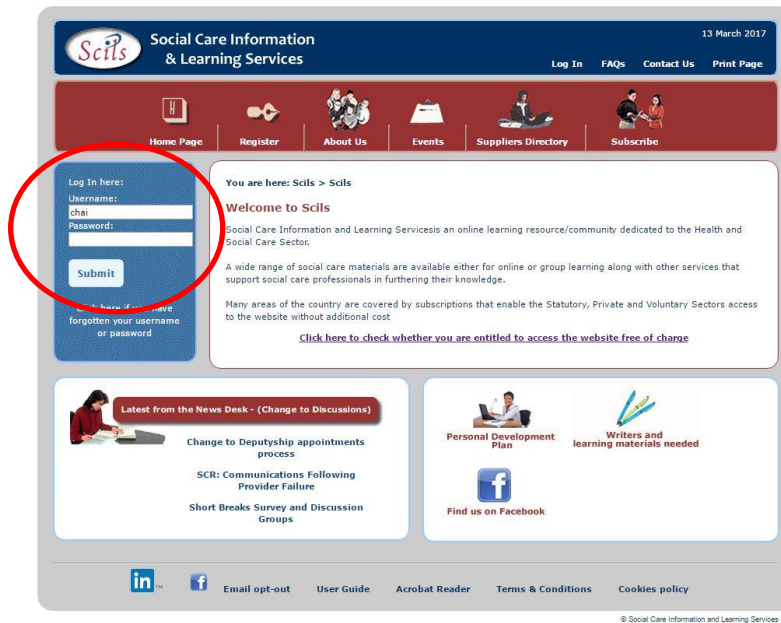


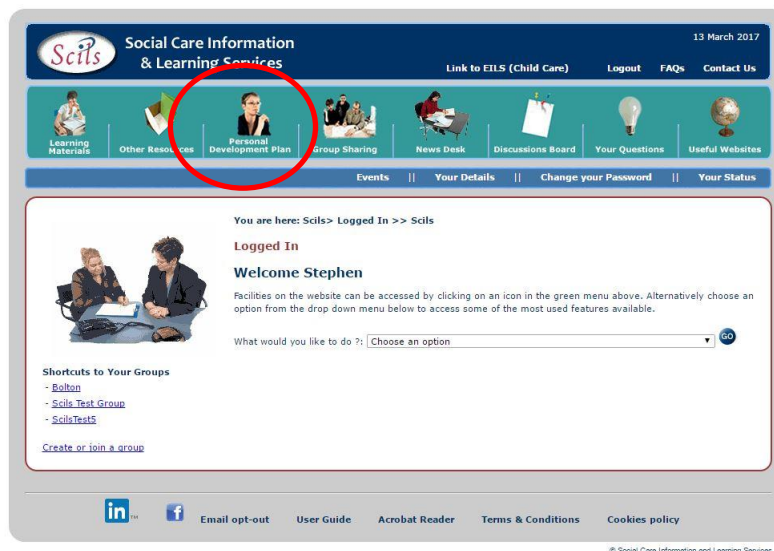
Using the Online Care Certificate Booklet as a Learner

The easiest way to use the Care Certificate Online Booklet is through the Personal Development Plan. Your manager should have registered you, and assigned the Care Certificate to you. Once this has been done follow the instructions below:

- a. Login to www.scils.co.uk




- b. Click on 'Personal Development Plan'



- c. Your Personal Development Plan will be displayed and you should see the Care Certificate listed. Select 'Open Booklet' from the drop down menu

Overview | User Guide | Scenarios | Cookies policy Welcome Third Learner || Log out



PERSONAL DEVELOPMENT PLAN

My plans

[Learner Tasks](#) | [Manager Tasks](#)

My Plans [Go](#)
My Tests [Go](#)
My Manager [Go](#)

PLANS

Plan name	Plan type	Module types	No. of modules	No. signed off by learner	No. signed off by manager	No. with added note or date	Selection
Care Certificate	Award	Units	59	0	0	0	Please select ▼

[Add a plan](#)

SCILS HOME PAGE
© Social Care Information and Learning Services
Upload Avatar
Contact Us

- d. Your evidence booklet will be displayed. Enter the information asked for and click on Submit to start your evidence booklet.

CARE CERTIFICATE EVIDENCE BOOKLET

Name: Line Manager / Assessor:

The Care Certificate is the start of a career journey and is only one element of the training and education that will make you ready to practice within your specific sector. Although the Care Certificate is designed for new staff, new to care and offers this group of staff their first step on their career ladder, it is also offers opportunities for existing staff to refresh or improve their knowledge.

The Care Certificate sets out explicitly the learning outcomes, competences and standards of care that will be expected in both sectors, ensuring that the HCSW/ASCW is caring, compassionate and provides quality care.

Enter your information in the form below and click on Submit to create an Evidence Booklet.

Name:

Manager:

Organisation:

Organisation Address:

Organisation Telephone:

- e. Your evidence booklet has now been fully created. Click on a Standard, or click on the button displayed below to start answering the questions.

CARE CERTIFICATE EVIDENCE BOOKLET

Name: Third Learner Line Manager / Assessor: Stephen Kitsios

The Care Certificate is the start of a career journey and is only one element of the training and education that will make you ready to practice within your specific sector. Although the Care Certificate is designed for new staff, new to care and offers this group of staff their first step on their career ladder, it is also offers opportunities for existing staff to refresh or improve their knowledge.

The Care Certificate sets out explicitly the learning outcomes, competences and standards of care that will be expected in both sectors, ensuring that the HCSW/ASCW is caring, compassionate and provides quality care.

Your Evidence Booklet has been created. Click on a Standard from below to start completing your Evidence Booklet.

[Care Certificate](#)

Click here or on a standard below to answer questions

Completed	Standards	Date Completed	Submitted
<input type="checkbox"/>	Standard 1: Understand Your Role	Not Completed	
<input type="checkbox"/>	Standard 2: Your personal development	Not Completed	
<input type="checkbox"/>	Standard 3: Duty of Care	Not Completed	
<input type="checkbox"/>	Standard 4: Equality and Diversity	Not Completed	
<input type="checkbox"/>	Standard 5: Work in a person centred way	Not Completed	
<input type="checkbox"/>	Standard 6: Communication	Not Completed	

- f. Learning Materials can be accessed for each standard by using the link displayed below. Always remember to Save your Answers using the Save button. Once saved you can move on the next set of questions.

CARE CERTIFICATE EVIDENCE BOOKLET

Name: Third Learner Line Manager / Assessor: Stephen Kitsios

[Change your company and/or address details.](#)

QUESTIONS

[Care Certificate](#) >> [Outcomes](#) >> [Assessment Criteria](#)

1.1a: Describe their main duties and responsibilities

Do you need help with this standard?
[Open learning materials for this standard](#) (this will open a PDF in a new screen)

Describe your main duties and responsibilities

Duties

Responsibilities

(Always save your work before going to another set of questions)

Save Answers

Go to the next set of questions

- g. Some standards require an observation. This will be clearly displayed. You have two options at this point:
- Upload a completed observation document
 - Tick the box to say that an observation will be uploaded by your manager at a later date

Once you've selected what you want to do, remember to click on Save Answer

Background: Light Blue ▾ **Font:** Times New Roman ▾ **Black** ▾ **11** ▾ [View and Store Changes](#)
(If you would like any other colour, font type or size contact SCILS with the details)

CARE CERTIFICATE EVIDENCE BOOKLET

Name: Third Learner **Line Manager / Assessor:** Stephen Kitsios
[Change your company and/or address details.](#)

QUESTIONS

[Care Certificate](#) >> [Outcomes](#) >> [Assessment Criteria](#)


1.1c: Demonstrate that they are working in accordance with the agreed ways of working with their employer


Do you need help with this standard?

- [Open learning materials for this standard](#) (this will open a PDF in a new screen)

Requires a workplace observation [Save Answer](#)

You can download an Observation Form, complete it with your manager and upload using the links and boxes below. Alternatively, you can tick the tickbox to confirm that you will add the form to your PDP at a later date.

 **PDF Format**

 **Microsoft Word Format**

Upload completed Observation Form: No file chosen

Tick this box if you are not uploading a form at this time

(Always save your work before going to another set of questions)

- h. You will be informed once you've completed a whole standard. At this point you have the option to submit your answers to your manager

Background: Light Blue Font: Times New Roman Black 11 View and Store Changes
 (If you would like any other colour, font type or size contact SCILS with the details)

CARE CERTIFICATE EVIDENCE BOOKLET

Name: Third Learner Line Manager / Assessor: Stephen Kitsios
[Change your company and/or address details.](#)

QUESTIONS

[Care Certificate](#) >> [Outcomes](#) >> [Assessment Criteria](#)

All questions for this 'Assessment Criteria' have been answered. You can change any of your answers by clicking on 'Edit Answers' from below or click on 'Assessment Criteria' from above to view further questions.

1.4d: Demonstrate how and when to access support and advice about: partnership working, resolving conflicts

Do you need help with this standard?

- [Open learning materials for this standard](#) (this will open a PDF in a new screen)

Standard Completed: [Click here to submit your answers for this standard.](#)

Requires a workplace observation [Edit Answers](#)

Answer: A box has been ticked by the learner to confirm that evidence will be uploaded to their PDP directly, rather than through the Evidence Booklet

(Always save your work before going to another set of questions)

[Go to the previous set of questions](#) [Go to the next set of questions](#)

- i. If you choose to submit your answers you will be taken back to the Overview screen which will show the standard completed and the date submitted.

Background: Light Blue Font: Times New Roman Black 11 View and Store Changes
 (If you would like any other colour, font type or size contact SCILS with the details)

CARE CERTIFICATE EVIDENCE BOOKLET

Name: Third Learner Line Manager / Assessor: Stephen Kitsios
[Change your company and/or address details.](#)

Your Evidence Booklet is not yet complete.

[Click here to open a PDF version of your partially completed Evidence Booklet](#) (Only completed standards will be printed)

STANDARDS

[Care Certificate](#)

[Click here or on a standard below to answer questions](#)

Completed	Standards	Date Completed	Submitted
<input checked="" type="checkbox"/>	Standard 1: Understand Your Role	13th March 2017	13th March 2017 Re-submit Answers
<input type="checkbox"/>	Standard 2: Your personal development	Not Completed	

- j. You can close your booklet at anytime and start working where you left off. To close your button click on the Close button.

Background: Light Blue Font: Times New Roman Black 11 View and Store Changes
(If you would like any other colour, font type or size contact SCILS with the details)

CARE CERTIFICATE EVIDENCE BOOKLET

Name: Third Learner Line Manager / Assessor: Stephen Kitsios
[Change your company and/or address details.](#)
Your Evidence Booklet is not yet complete.
[Click here to open a PDF version of your partially completed Evidence Booklet](#) (Only completed standards will be printed)

STANDARDS

[Care Certificate](#)
Click here or on a standard below to answer questions

Completed	Standards	Date Completed	Submitted
<input checked="" type="checkbox"/>	Standard 1: Understand Your Role	13th March 2017	13th March 2017 Re-submit Answers
<input type="checkbox"/>	Standard 2: Your personal development	Not Completed	
<input type="checkbox"/>	Standard 3: Duty of Care	Not Completed	
<input type="checkbox"/>	Standard 4: Equality and Diversity	Not Completed	
<input type="checkbox"/>	Standard 5: Work in a person centred way	Not Completed	
<input type="checkbox"/>	Standard 6: Communication	Not Completed	
<input type="checkbox"/>	Standard 7: Privacy and Dignity	Not Completed	

Close