



Skills for Care  
Common Induction Standards  
2010 refreshed edition

## **Workbook Introduction and Guidance**



**CIS-Assessment's workbooks** are designed to help you collect the evidence you require to demonstrate that you meet the Skills for Care Common Induction Standards. **The Common Induction Standards are the foundation of knowledge you need before you can work alone with the people you will be supporting.**

The Care Quality Commission (CQC) and Skills for Care (the organisations who set the standards for social care) have designed the Standards to be achieved during the first twelve weeks of your employment. **They form the basis of your induction.** Your organisation may also have additional areas that they will cover as part of your induction and some of these areas may be done after the first twelve weeks.

The online assessments available at [www.cis-assessment.co.uk](http://www.cis-assessment.co.uk) are a simple way to demonstrate your knowledge of the Standards. Your supervisor or manager will check that you are putting the knowledge into practice and they will sign the Skills for Care Progress Log and the Certificate of Successful Completion once they are confident you have met all of the relevant outcomes in the Standards.

The Common Induction Standards consist of the following eight modules:

1. Role of the health and social care worker
2. Personal development
3. Communicate effectively
4. Equality and inclusion
5. Principles for implementing duty of care
6. Principles of safeguarding in health and social care
7. Person-centred support
8. Health and safety in an adult social care setting

**Each module is available as a separate workbook or one large combined workbook** to enable you and your supervisor or manager to work through the modules however you feel is best. It is not necessary to complete the workbooks in order, but all of the modules relevant to your job role must be completed.

Skills for Care have published a document to support new people in their induction period and explain what is required. You can download a copy and read more about the Common Induction at:

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

**Basic skills** and knowledge are essential for you to do your job well and are a national requirement across the whole social care sector. Your supervisor or manager will decide the level of competence needed for your job role and will be able to assist you further should you need it. A useful website is:

<http://www.bbc.co.uk/skillswise/>



**During your induction you should start to build a portfolio of learning** for your Continued Professional Development (CPD); this workbook and the reports generated by using the online assessments will be the starting point for your portfolio.

This workbook and the learning from your induction can be used as evidence of towards the Qualification Credit Framework (QCF), Health and Social Care Award and for CPD, so make sure you keep your assessments and portfolio in a safe place.

As you go through the workbooks, you will see these pictures that indicate you will need to:

**Find information**



**discuss something**



**read information**



**On-line assessments**

The online assessments are designed to support you throughout your induction, to help you to generate a portfolio of evidence during your first 12 weeks and beyond. You should ensure that you have a username and password then access the online assessments at:

[www.cis-assessment.co.uk](http://www.cis-assessment.co.uk)

**Contacts**

<i>Insert contact details here of people who can set up your online assessment user name and password:</i>

**Help with online assessments**

Don't worry if you are not that familiar with the internet. Someone in your organisation will be able to show you how the online assessments work and as long as you can wiggle a mouse, you will be fine. If you would like a user guide, then ask your supervisor or manager or you can use the same contact details as above. Alternatively, you can contact CIS-Assessment direct on 0845 873 0373.

**Copyright note for Managers and Employers**

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**Completed Workbooks:**

1. Role of the health and social care worker	Date completed:
2. Personal development	Date completed:
3. Communicate effectively	Date completed:
4. Equality and inclusion	Date completed:
5. Principles for implementing duty of care	Date completed:
6. Principles of safeguarding in health and social care	Date completed:
7. Person-centred support	Date completed:
8. Health and safety in an adult social care setting	Date completed:

<b>Glossary of terms</b>	
Skills for Care	Skills for Care are part of the sector skills councils and are responsible for Workforce Development across the Adult Social Care sector
CQC	Care Quality Commission are responsible for Registering and inspecting all providers of care in England
QCF	Qualifications Credit Framework
CPD	Continuous Professional Development This is part of the GSCC Code of Practice and applies to all workers
Induction	The period of time after you join an organisation, during which you learn how to do your job safely and effectively
Manager	The person responsible for your induction, this could be a mentor, supervisor, a senior carer or a manager.
Employer	This refers to the organisation or individual you work for