

# Adult Care Worker - Skills Scan / Off the Job Training Planning

**Scoring:**

- 1 – No evidence of competence or ability to perform this skill
- 2 – Able to demonstrate certain parts of the skill but not confident or consistent.
- 3 – Inconsistent skills demonstrated (Room for improvement)
- 4 – Able to demonstrate most parts of the skill and can do this without supervision (Still has room for improvement)
- 5 – Able to show consistency in the delivery of this work-based skill. Performance level is good and is beneficial to the company (May still have areas to develop)
- 6 – Fully competent in the performance of this skill. Consistent levels of performance at a high level which demonstrates excellent delivery to both colleagues and customers

Apprentice:

Manager:

LDT:

Date:

Apprentice Knowledge:	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
A. The job they must do, their main task and responsibilities	Low - High 1 - 6	Low - High 1 - 6	
1. The tasks and responsibilities of the job role relevant to the context of the service in which they are working. This could include supporting social activities, monitoring health, assisting with eating, mobility, and personal care  2. Professional boundaries and limits of their training and expertise  3. Relevant statutory standards and codes of practice for their role  4. What the 'duty of care' is in practice			

<p>5. How to contribute towards the development and creation of a care plan underpinned by the individuals' preferences regarding the way they want to be supported</p> <p>6. How to identify, respond to and escalate changes to physical, social, and emotional needs of individuals</p> <p>7. How to access, follow and be compliant with regulations and organisational policies and procedures</p>			
			Total estimated hours of OTJ training:
<b>B. The importance of having the right values and behaviours</b>	Learner score 1-6  Low - High 1 - 6	Manager score 1-6  Low - High 1 - 6	<b>Plans to improve – off the job training requirements</b>
<p>8. How to support and enable individuals to achieve their aims and goals</p> <p>9. What dignity means in how to work with individuals and others</p> <p>10. The importance of respecting diversity and treating everyone equally</p>			
			Total estimated hours of OTJ training:

C. The importance of communication	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
11. The barriers to communication 12. The impact of non-verbal communication 13. The importance of active listening 14. How the way they communicate can affect others 15. About different forms of communication e.g. signing, communication boards 16. How to find out the best way to communicate with the individual they are supporting 17. How to make sure confidential information is kept safe			
			Total estimated hours of OTJ training:
D. How to support individuals to remain safe from harm (Safeguarding)	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
18. What abuse is and what to do when they have concerns someone is being abused 19. The national and local strategies for safeguarding and protection from abuse 20. What to do when receiving comments and complaints			

<p>21. How to recognise unsafe practices in the workplace</p> <p>22. The importance and process of whistleblowing</p> <p>23. How to address any dilemmas they may face between a person's rights and their safety</p>			
			Total estimated hours of OTJ training:
<p><b>E. How to promote health and wellbeing for the individuals they support and work colleagues</b></p>	<p>Learner score 1-6</p>	<p>Manager score 1-6</p>	<p>Plans to improve – off the job training requirements</p>
	<p>Low - High 1 - 6</p>	<p>Low - High 1 - 6</p>	
<p>24. The health and safety responsibilities of self, employer, and workers</p> <p>25. How to keep safe in the work environment</p> <p>26. What to do when there is an accident or sudden illness</p> <p>27. What to do with hazardous substances</p> <p>28. How to promote fire safety</p> <p>29. How to reduce the spread of infection</p> <p>30. What a risk assessment is and how it can be used to promote person centred care safely</p>			
			Total estimated hours of OTJ training:

F. How to work professionally, including their professional development	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
<p>31. What a professional relationship is with the person being supported and colleagues</p> <p>32. How to work together with other people and organisations in the interest of the person being supported</p> <p>33. How to be actively involved in their development plan</p> <p>34. The importance of excellent core skills in writing, numbers, and information technology</p> <p>35. What to do to develop, sustain and exhibit a positive attitude and personal resilience</p> <p>36. Where and how to access specialist knowledge when needed to support the performance of the job role</p>			
			Total estimated hours of OTJ training:

Apprentice Skills:  A. The main tasks and responsibilities according to their job role	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
<p>1. Support individuals, they are working with according to their care/support plan</p> <p>2. Ask for help from an appropriate person when not confident or skilled in any aspect of their role</p> <p>3. Provide individuals with information to enable them to have a choice about the way they are supported</p> <p>4. Encourage individuals to participate in the way their care and support is delivered</p> <p>5. Ensure the individual knows what they are agreeing to regards how they are supported</p> <p>6. Contribute to the on-going development of care/support plans for the individual they support</p> <p>7. Support individuals with cognitive, physical, or sensory impairments</p>			
			Total estimated hours of OTJ training:

B. Treating people with respect and dignity and honouring their human rights	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
<p>8. Ensure dignity is at the centre of all work with the individuals they support, their families, carers, and advocates</p> <p>9. Demonstrate all work is person centred, accommodating the individual's needs, wishes, and preferences</p> <p>10. Demonstrate empathy (understanding and compassion) for individuals they support</p> <p>11. Demonstrate courage in supporting people in ways that may challenge their personal/cultural beliefs</p>			
			Total estimated hours of OTJ training:

C. Communicating clearly and responsibly	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
<p>12. Speak clearly and exhibit positive non-verbal communication to individuals, families, carers, and advocates</p> <p>13. Use the preferred methods of communication of the individual they support according to their language, culture, sensory needs, and their wishes</p> <p>14. Identify and take steps to reduce environmental barriers to communication</p> <p>15. Demonstrate they can check for understanding</p> <p>16. Write clearly and concisely in records and reports</p> <p>17. Keep information safe and confidential according to agreed ways of working</p>			
			Total estimated hours of OTJ training:
D. Supporting individuals to remain safe from harm (Safeguarding)	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
<p>18. Recognise potential signs of different forms of abuse</p> <p>19. Respond to concerns of abuse according to agreed ways of working</p> <p>20. Recognise, report and challenge unsafe practices</p>			
			Total estimated hours of OTJ training:



E. Championing health and wellbeing for the individuals they support and for work colleagues	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
<p>21. Promote the health and wellbeing of the individual they support</p> <p>22. Move people and objects safely</p> <p>23. Demonstrate how to reduce the spread of infection, including the use of the best practice in hand hygiene</p> <p>24. Demonstrate the promotion of healthy eating and wellbeing by ensuring individuals have access to fluids, food, and nutrition</p> <p>25. Demonstrate how to keep people, buildings, and themselves safe and secure</p> <p>26. Carry out fire safety procedures when required</p> <p>27. Use risk assessments to support individuals safely</p> <p>28. Recognise symptoms of cognitive impairment, e.g. Dementia, learning disabilities, and mental health</p> <p>29. Monitor and report changes in health and wellbeing for individuals they support</p>			
			Total estimated hours of OTJ training:

F. Working professionally and seeking to develop their professional development	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
<p>30. Reflect on your work practices</p> <p>31. Demonstrate the development of their skills and knowledge, including core skills in writing, numbers, and information technology</p> <p>32. Demonstrate their contribution to their development plan</p> <p>33. Demonstrate ability to work in partnership with others to support the individual</p> <p>34. Identify sources of support when conflicts arise with other people or organisations</p> <p>35. Demonstrate they can work within safe, clear professional boundaries</p> <p>36. Show they can access and apply additional skills required to perform the specific job role competently</p>			
			Total estimated hours of OTJ training:

<b>Apprentice Behaviours:</b> These are the personal attributes and behaviours expected of all Adult Care Workers carrying out their roles	Learner score 1-6 Low - High 1 - 6	Manager score 1-6 Low - High 1 - 6	Plans to improve – off the job training requirements
1.1 Care – is caring consistently and enough about individuals to make a positive difference to their lives  1.2 Compassion – is delivering care and support with kindness, consideration, dignity, and respect  1.3 Courage – is doing the right thing for people and speaking up if the individual they support is at risk  1.4 Communication – good communication is central to successful caring relationships and effective team working  1.5 Competence – is applying knowledge and skills to provide high-quality care and support  1.6 Commitment – to improving the experience of people who need care and support ensuring it is person centred			
			Total estimated hours of OTJ training:

### Signatures

Apprentice:

Manager:

LDT:

Date: