

“ we help
people who
do a great job
do it better ”

common induction standards (2010 ‘refreshed’ edition)

guidance for new workers

guidance for new workers

1.0 introduction

Any new work role brings with it new things to learn. The Skills for Care *Common Induction Standards* set out the first things you need to know for your work in providing care or support to people, whatever their needs may be.

Induction is the first step along a pathway that will continue all through your career in the social care sector. This guide will explain what induction is and how it can set you on track for giving high quality care or support, and getting recognition for the work you do.

2.0 what's in the common induction standards?

There are eight *Common Induction Standards*:

Standard 1 Role of the health and social care worker

Standard 2 Personal development

Standard 3 Communicate effectively

Standard 4 Equality and Inclusion

Standard 5 Principles for implementing duty of care

Standard 6 Principles of safeguarding in health and social care

Standard 7 Person-centred support

Standard 8 Health and safety in an adult social care setting.

Each standard contains a number of 'main areas' of knowledge that you need to know about before you can work safely without close supervision. Each 'main area' is made up of 'outcomes', which say what exactly you need to know about that area.

You are not expected to know all the outcomes straight away. The outcomes state what you will know *after you have been through induction*.

3.0 what to expect from your manager

3.1 what can I expect from my manager?

Your manager has two duties related to the *Common Induction Standards*:

- a duty to arrange for you to learn about the different 'main areas' within the standards
- a duty to make sure that you know enough to meet the 'outcomes' for each area.

3.2 how can I learn new things?

- You can be told information
- Watch someone else do a task
- Talk about ideas with other people
- Read information or guidance
- Watch a DVD
- Research, including from recommended websites
- Ask your manager.

A combination of all of the above is probably best, but different people prefer some ways of learning to others. Find the way that suits you best.

The *Common Induction Standards* do not say **how** people should learn what's in them: you should discuss and reach agreement with your manager about the ways that will help you learn best. You might attend training sessions, or be asked to read part of a book, training package or policy document, or to talk about your work with another team member who has knowledge to pass on.

3.3 how will I be assessed?

During your induction period (which could be up to 12 weeks) you will be assessed to make sure you have understood everything you have learned. Someone within your organisation, for example, your line manager or your training manager, might carry out this assessment. If part of your induction includes an accredited training programme, then someone outside of your organisation may carry out the assessment. However, it will still be your manager who has the responsibility to sign off your Certificate of Successful Completion when you have successfully completed your induction period.

Skills for Care has created a certificate of completion, however this is not the only certificate template that can be used to signify successful completion. Those responsible for signing off successful completion of the Common Induction Standards (2010) can use their own template if they prefer.

3.4 what happens if I change jobs?

If you change jobs after you have successfully completed a common induction, your new manager will want to see your Certificate of Successful Completion from your previous job, and should be able to accept that you have already covered those parts of the induction standards that are common to all social care work settings. However, those parts of the induction process that are workplace-specific may need to be done each time you change jobs. These are the induction outcomes that are highlighted in the standards.

3.5 how can I develop my skills further?

When you have successfully completed your induction, you will be on the way to meeting many of the knowledge requirements for the core and mandatory units of the Diplomas in Health and Social Care at each level. Your diploma assessor will help you to identify which these might be when you register for this next stage of your development.

4.0 further knowledge and skills

4.1 essential learning for specific tasks

The induction standards provide you with the basic information and skills necessary for work in adult social care. There will be some tasks, however, that you may be required to do, that will need further learning before they can be performed safely. Examples include handling medication, using moving and handling equipment and preparation of food. Your employer must provide you with the learning you need to be able to perform these and other tasks safely. You should not be asked to undertake these tasks without having added the appropriate learning to your induction.

4.2 underpinning knowledge for diploma units

Successful completion of induction will provide evidence towards meeting the knowledge requirements of the core and mandatory units of Diplomas in Health and Social Care at each level. (These diplomas replace the NVQs from 2011, but are not required for those who already have the NVQ.) Induction will not provide all the underpinning knowledge for the whole of a diploma. Other social care units from the Qualifications and Credit Framework (QCF) may be undertaken to meet knowledge requirements and/or performance criteria needed for you to complete the remainder of your diploma.

4.3 continuing professional development

Learning should continue throughout your career, and should enable you to develop new skills, and open up career options. You can choose a number of different units of knowledge and skills relating to your role in consultation with your manager, to support professional development that will be beneficial to the organisation and to your career progression, and to the quality of care that you provide for people you support.

4.4 changing your type of care work

Workers who are moving from one type of social care to another, or who are starting work with people who have different social care needs, will have new things to learn so that they can understand how their practice may need to be adapted to the changed circumstances. There are many optional nationally accredited units of learning which can provide the learning necessary for workers to make a successful change into a different part of the social care sector.

Parts of the *Common Induction Standards* that will need to be repeated when transferring to a different role are shown in **bold** in the standards. These refer to policies and procedures that will be specific to your new organisation or workplace, or to your own new role.

5.0 GSCC codes of practice

Finally, successful completion of induction will help you to meet the **General Social Care Council** (GSCC) code of practice for social care workers, which describes the standards of professional conduct and practice required of social care workers as they go about their daily work. This code reflects existing good practice, and must be met by all workers.

Your employer also has to adhere to a code of practice that includes their duty to establish a competent workforce; successfully completing your induction is a part of this. The *Common Induction Standards* have been designed to help make sure that you can provide a quality service for the people you support, and that includes making sure you are safe to leave alone with responsibilities. Your manager will make the decision about when you are safe.

The GSCC codes of practice for workers and for employers are available at www.gsc.org.uk.

Common Induction Standards (2010 'refreshed' edition) — Guidance for New Workers (web edition)

Published by Skills for Care, West Gate, 6 Grace Street, Leeds LS1 2RP www.skillsforcare.org.uk

© Skills for Care 2010

Copies from this work may be made for non-commercial distribution to aid social care workforce development. Any other copying requires the permission of Skills for Care.

Skills for Care is the employer-led strategic body for workforce development in social care for adults in England. It is part of the sector skills council, Skills for Care and Development.

Bibliographic reference data for Harvard-style author/date referencing system:

Short reference: Skills for Care [or SfC] 2010

Long reference: Skills for Care, **Common Induction Standards — Guidance for New Workers (web edition)** (Leeds, 2010) www.skillsforcare.org.uk