

Care Certificate progress log, mapping and sign-off document

Standard Number: 1

Standard Title: Understand Your Role

Document guidance

This document provides an overview of the outcomes and assessment criteria for Standard 1: Understand Your Role. It identifies the criteria within the Standard that should have been achieved upon successful completion of the underpinning knowledge within the Care Certificate workbook. Employees must demonstrate their competence in practice in order to fully achieve this Standard of the Care Certificate.

This progress log and sign-off document should be completed jointly by the employee and the manager/supervisor/assessor to confirm that all outcomes and criteria have been achieved in practice in the work setting. Supplementary evidence can be attached to demonstrate achievement and it is suggested to do so as good practice.

This document also provides an outline of the suggested mapping of outcomes and criteria within Standard 1: Understand Your Role of the Care Certificate to the recommended Qualifications and Credit Framework (QCF) unit, the National Minimum Training Standards for Healthcare Support Workers and Adult Social Care Workers in England and the Common Induction Standards. This document does not necessarily indicate direct mapping of criteria and therefore assessors and/or managers should ensure they follow the guidance below. Please note that when the term assessor is used throughout this document this could be the manager, supervisor or assessor and will be decided by the employing organisation.

This document should always be used in conjunction with the guidance provided in the Care Certificate Framework Technical Document.

Guidance for assessors

Assessors must ensure that the learner has produced evidence for each assessment criterion that is valid, authentic, reliable, current and sufficient. Therefore assessors **must not assume** that if the mapping document indicates a criterion could have already been achieved, the mapped criteria within the QCF unit should automatically be awarded. Learners and assessors are responsible for ensuring that the outcomes and criteria within the QCF unit and standards below have been achieved to the required standard. For reference, within the column that refers to coverage of the relevant QCF unit, a **P** indicates that the Care Certificate criteria provides partial coverage of the relevant criteria within the QCF unit, whereas an **F** indicates full coverage.

The **Assessment method used** column is included to allow assessors to provide evidence of the type of assessment method that has been used to assess the Care Certificate criteria. This is likely to be noted as the Care Certificate Workbook; however further evidence could include professional discussion, observation, question and answer, e-learning, witness testimony, etc. This column can also be completed to evidence competence using these example assessment methods.

The **Evidence location** column is included to provide a clear signpost to where the learner's evidence can be found. This may be within a portfolio of evidence, a continued professional development (CPD) file or electronically via e-learning or e-portfolio.

Unit number	Unit title	Level	Credit
J/601/8576	The role of the health and social care worker	2	2

Care Certificate Standard 1 Outcome	Care Certificate Standard 1 Criteria	Knowledge/Competence	Question within workbook	QCF unit: The role of the health and social care worker P = Partial F = Full	National Minimum Training Standards: Standard 1 - The Roles of the Healthcare Support Worker and Adult Social Care Worker	Common Induction Standards: Standard 1 - Role of the health and social care worker, Standard 2 - Personal Development and Standard 5 - Principles for implementing duty of care	Assessment method used	Evidence location	Sign-off initials	Date
1.1 Understand their own role	1.1a Describe their main duties and responsibilities	K	1.1a			S2 - 1.1				
	1.1b List the standards and codes of conduct and practice that relate to their role	K	1.1b			S2 - 1.2				
	1.1c Demonstrate that they are working in accordance with the agreed ways of working with their employer	C		AC2.3 - P						
	1.1d Explain how their previous experiences, attitudes and beliefs may affect the way they work	K	1.1d			S2 - 1.3				
1.2 Work in ways that have been agreed with their employer	1.2a Describe their employment rights and responsibilities	K	1.2a		1.3.1					
	1.2b List the aims, objectives and values of the service in which they work	K	1.2b		1.3.2	S1- 2.1				

	1.2c Explain why it is important to work in ways that are agreed with their employer	K	1.2c	AC2.1 - P	1.3.3	S1 - 2.2				
	1.2d Demonstrate how to access full and up-to-date details of agreed ways of working that are relevant to their role	C		AC2.2 - F	1.3.4	S1 - 2.3				
	1.2e Explain how and when to escalate any concerns they might have (whistleblowing)	K	1.2e Part i 1.2e Part ii		1.3.5					
	1.2f Explain why it is important to be honest and identify where errors may have occurred and to tell the appropriate person	K	1.2f							
1.3 Understand working relationships in health and social care	1.3a Describe their responsibilities to the individuals they support	K	1.3a		1.2.1	S1 - 1.1				
	1.3b Explain how a working relationship is different from a personal relationship	K	1.3b	AC1.1 - F	1.2.2	S1- 1.2				
	1.3c Describe different working relationships in health and social care settings	K	1.3c	AC1.2 - F	1.2.2	S1 - 1.2				

1.4 Work in partnership with others	1.4a Explain why it is important to work in teams and in partnership with others	K	1.4a and b	AC3.1 -F	1.4.2	S1 - 3.2				
	1.4b Explain why it is important to work in partnership with key people, advocates and others who are significant to an individual	K	1.4a and b	AC3.1 - P	1.4.1	S1 - 3.1				
	1.4c Demonstrate behaviours, attitudes and ways of working that can help improve partnership working	C		AC3.2 - F	1.4.3	S1 - 3.3				
	1.4d Demonstrate how and when to access support and advice about: <ul style="list-style-type: none"> • Partnership working • Resolving conflicts 	C		AC3.4 - F		S5 - 2.2				

Declaration of completion

I confirm that the evidence provided by the employee meets the full requirements for **Standard 1: Understand Your Role of the Care Certificate**.

Employee signature:**Name of assessor*:****Assessor* signature:****Completion date:**

* The Assessor can be your Manager, Supervisor or someone else authorised by your employing organisation. This individual provides confirmation that all learning outcomes and assessment criteria for the Care Certificate standard identified above have been completed and signed off by and authorising person.