**Weekly Timesheet: Week start\_date – end\_date (10:00 AM - 1:00 PM)**



| **Day** | **Session/Activity** | **Facilitator** | **Time** | **Notes/Comments** |
| --- | --- | --- | --- | --- |
| **Monday** | Core Concepts, Terminology, and Practices.  Learners to watch a video which explains first-hand accounts of what is expected from them when working in the care sector. | Omar Rahim | 10:00 - 11:00 AM | Introduction to foundational concepts. |
|  | Team-Building Activities.  Learners to get to know each other by asking questions and playing a team building game called 2 truths and 1 lie. |  | 11:00 - 12:00 PM | Group exercises to build collaboration. |
|  | Skills Scan and Setting SMART Targets.  Learners to follow the CPD link sent to them. |  | 12:00 - 1:00 PM | Individual skills assessment and goal setting. |
| **Tuesday** | Overview of Main Roles and Duties in Health and Social Care.  Video on YouTube to demonstrate the main roles and duties in health and social care. | Omar Rahim | 10:00 - 11:30 AM | Introduction to roles in care sector. |
|  | Sector-Specific Skills.  Learners to list and discuss relevant skills and qualities the learner requires to use in the care sector. |  | 11:30 - 1:00 PM | Focus on sector-relevant skills. |
| **Wednesday** | Professional Standards, Practices, and Codes of Conduct.  Learner to research the professional standards, practices and the codes of conduct needed to follow when working in the care sector. | Omar Rahim | 10:00 - 11:30 AM | Explore care standards and practices. |
|  | Effective Communication in the Workplace.  Learners will learn through quizzes and reflect on the answers they have given. |  | 11:30 - 1:00 PM | Develop communication skills. |
| **Thursday** | Understanding Shift Patterns.  Learners to share experiences on which shift pattens they have worked in and how they can work in the areas below:   * **Care home.** * **Domiciliary.** * **Hospital.** * **Respite care.** | Omar Rahim | 10:00 - 11:30 AM | Discussion on work schedules. |
|  | Skills Practice and Review.  Learner to write down / discuss the skills and qualities they have gained from their previous learning. |  | 11:30 - 1:00 PM | Apply and review learned skills. |
| **Friday** | Recap and Reflection  Learners to review the work they have completed this week. Q & A session. | Omar Rahim | 10:00 - 1:00 PM | Summary of the week's learning. |
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**Attendance Register Declaration (Monday - Friday)**

I, **learner\_name** confirm I have attended the scheduled sessions from **start\_date** to **end\_date** as outlined in the weekly timetable. I understand that accurate attendance is important for the completion of this programme.

| **Day** | **Date** | **AM** | **PM** | **Learner Signature** |
| --- | --- | --- | --- | --- |
| **Monday** | start**\_date** | Present [am\_pr]  Absent [am\_ab] | Present [pm\_pr]  Absent [pm\_ab] |  |
| **Tuesday** | tu**\_date** | Present [am\_pr]  Absent [am\_ab] | Present [pm\_pr]  Absent [pm\_ab] |  |
| **Wednesday** | we**\_date** | Present [am\_pr]  Absent [am\_ab] | Present [pm\_pr]  Absent [pm\_ab] |  |
| **Thursday** | th**\_date** | Present [am\_pr]  Absent [am\_ab] | Present [pm\_pr]  Absent [pm\_ab] |  |
| **Friday** | end**\_date** | Present [am\_pr]  Absent [am\_ab] | Present [pm\_pr]  Absent [pm\_ab] |  |

**Learner Declaration:**I confirm that the information above is correct and that my attendance has been accurately recorded for this week.

**Learner Name:** learner\_name  
**Signature:** learner\_signature  
**Date:** date

**Strictly the following section is limited to Tutors use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tutor Declaration:**  
I confirm that the information above is correct and that the learner attendance has been accurately recorded for this week.

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| **Tutor Name:** | **Mr. Omar** | **Dr. Akram** | **Mrs. Sarah** |
| **Signature:** |  |  |  |
| **Date** |  |  |  |
| **Tutor Comments (Discuss attendance, punctuality and timekeeping)** | **Comments to be given**  **here** |  |  |