

Certificate of Successful Completion

Employers who have an official stamp should apply it here:

Name of worker

Job role

Name of organisation

Type of care provision

Organisation address

.....

1. I certify that the above named worker has successfully met all the outcomes in the Skills for Care *Common Induction Standards* and is safe to leave alone with responsibility for the individuals s/he is supporting at this stage.

Signed:

Name:

Job Role:

Date:

2. I certify that the above named worker has successfully undertaken learning that will enable him/her to carry out the tasks listed here:

Signed:

Name:

Job Role:

Date:

Tasks covered by section 2 of this certificate:

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-
-
-
-

3. I certify that I have seen and accepted *original* certification relating to the above named worker covering the following knowledge and/or skills.

Signed:

Name:

Job Role:

Date:

Knowledge &/or skills covered by section 3 of this certificate:

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-
-
-
-
-
-
-
-

4. Summary of *Common Induction Standards* learning

a) Time taken to complete: weeks

e) Which awarding body?

b) Type of delivery? *Please circle all that apply:*

- Distance learning
- E-learning
- Taught course
- Mentoring
- Private study
- Other

.....

please continue with questions f-h

f) How was the learning assessed? *Please circle all that apply:*

- Written
- Verbal questioning
- Role play
- Other

c) Who provided the learning? *Please circle all that apply:*

- In-house
- Private training provider
- College
- Other

g) Who was the learning assessed by?

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d) Did the learning include a formally accredited programme with an awarding body?

- Yes (*go to question e*)
- No (*go to question f*)

h) Was the learning externally assessed?

- Yes
- No

The use of this certificate is a **requirement** in registered services.

In unregistered services its use is evidence of good practice and compliance with the GSCC Codes of Practice by the worker and employers.

As this certificate template is freely downloadable from Skills for Care's website, it is important to complete all of these fields to identify as clearly as possible the particular worker to whom it relates.

section 1

The certificate should be signed and a copy kept by the manager, with the complete original given back to the worker for their future use and to be added to as needed.

Certificates are **not** collected by Skills for Care.

section 2

This section is for certification of successful completion of further learning required at induction to enable the worker to carry out essential specific tasks not covered by the Common Induction Standards. (The worker may be given further copies of this sheet, to allow for more tasks.)

section 3

Manager's acceptance of evidence to support prior learning or skill

If a new worker already has appropriate evidence of prior learning or skill covering the induction standards, it is then necessary for that worker to complete only those induction standards which are specific to the new workplace. The manager should then complete part 3 of this certificate. Examples of evidence which might be relevant here are certificates covering **skills** (e.g, NVQ or, Diploma in Health and Social Care, minibus driving licence, food preparation, moving and handling, first aid, medication, use of hoists or other equipment, ability to use BSL or Makaton) or **knowledge** (e.g. food hygiene, Certificated Induction, health and safety etc).