

“we help
people who
employ their
own personal
assistants”

the common induction standards

inducting your personal assistants

starting out with new staff

Whether new staff have experience in social care or not, they will need to understand their role, become familiar with their surroundings and know the ways in which you prefer them to work. Induction is the first piece of learning a worker should undertake; it is the first step in developing your staff to ensure that they provide you with the high quality care and support you need. There are a number of areas where your staff may need induction and these are contained within Skills for Care's Common Induction Standards (CIS).

what are the common induction standards?

The CIS enable staff to demonstrate high quality care and support. Each standard contains a number of areas of knowledge that care workers need, including agreed ways of working and the importance of effective communication.

The standards are:

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

are the common induction standards relevant to those directly employed by the person they support?

The standards are designed for staff in regulated care services but they can also be applied where a personal budget holder employs their own staff in their own home. The standards can be discussed together with the personal assistant as a prompt to some of the issues that might arise during the work they do. It is better for everyone concerned if these issues are discussed before a situation actually arises, so that any expectations are clear.

how do I decide which sections to use?

Some areas of the Common Induction Standards (CIS) might not apply and it is up to you to decide which they are within your particular situation. However, it is worth discussing the CIS with your staff, especially the parts that refer to 'agreed ways of working'. Even if you do not have written policies and procedures, aims and objectives or agreed ways of working, it is still important to discuss with your personal assistant what principles you wish them to work by and what is important in the working relationship between you.

can I get support with training my staff through induction?

A common problem for direct employers is allowing staff to have time off to undergo training. There are other ways in which you can ensure your staff learn about their role and wider responsibilities.

Skills for Care has developed publications to support the use of the CIS and these are freely available on our website:

- Common Induction Standards 2010 with glossary
- Progress log
- Guidance for new workers
- Guidance for those responsible for workers
- Certificate of successful completion

There are also a range of frequently asked questions relating to the CIS on the site: www.skillsforcare.org.uk/cis.

The role of Skills for Care is to ensure that the adult social care workforce has the skills and qualifications to deliver high quality social care. We work closely with thousands of social care employers, people who use services, carers and other key stakeholders to develop tools and resources that meet the needs of the sector in terms of workforce development - building the skills of employees.

We also inform and advise government on the workforce and skills requirements to meet the challenges that the sector will face in the future as we move towards more personalised services.

For more information visit www.skillsforcare.org.uk or email info@skillsforcare.org.uk

where can I find out more about the CIS?

In addition to the publications available to download there are two priced publications, both £17. These have been developed by Skills for Care to give further guidance on assessment. These can be purchased from the Social Care Association (Tel: 0870 770 2469 or email sca@socialcaring.co.uk).

- *Starting out* – a learner’s workbook outlining the standards with suggested questions and tasks to assist the learner in meeting the CIS. The guide also has space for recording answers to the suggested questions, which can be a helpful record when the learner moves on to further qualifications. It includes a number of templates that can be used to support and record learning.
- *Supporting the starters* – a guide for managers or employers on how to use the CIS, including some sample questions to use with learners to assess their knowledge and an indication of the answers you might expect to those questions.

additional resources

Tool to help new managers who employ their own staff

www.skillsforcare.org.uk/nmsruntime/saveasdialog.aspx?IID=4832&SID=140

working with individuals who employ their own care and support

www.skillsforcare.org.uk/individualemployers

Providing effective supervision

www.skillsforcare.org.uk/pes

Further qualifications

www.skillsforcare.org.uk/qcf

Care Skillsbase – tools to check literacy, number and communication skills

www.scie-careskillsbase.org.uk

Resources to help find funding for training

www.skillsforcare.org.uk/funding