



Cyngor Gofal Cymru
Care Council for Wales

Hyder mewn Gofal - Confidence in Care

Social Care Induction Framework for Wales

Progress Log

Name:

Name of workplace:

Induction Start Date:

Contents

What is the Social Care Induction Framework (SCIF)?	3	The Progress Log	6
Planned learning	3	Learning Objective 1 – Understand the principles and values of care	6
Role of your manager	4	Learning Objective 2 – Understand the organisation and your role within it.	8
Recording assessment	4	Learning Objective 3 – Maintain safety at work.	10
Additional use for SCIF	5	Learning Objective 4 – Listen and communicate effectively	12
Certifying the SCIF	5	Learning Objective 5 – Safeguarding	14
		Learning Objective 6 – Continuing Professional Development.	16
		Learning Objective 7 – Working with children and young people.	18
		Learning Objective 8 – Working with adults at risk.	21
		Declaration.	23

What is the Social Care Induction Framework (SCIF)?

Induction is the introduction to social care practice and as such applies to all staff working in social care.

The Social Care Induction Framework for Wales (SCIF) supports a common understanding to induction in social care in Wales. The SCIF sets out learning outcomes that new workers joining the social care sector, a new organisation or undertaking a new role should meet in their first 12 weeks of employment.

The SCIF:

- Provides an opportunity to acquire, develop and strengthen knowledge, skills and understanding essential to social care practice
- Prepares workers for new and changing roles and responsibilities
- Gathers evidence that can be used towards future appropriate qualifications
- Can be used to register residential child care workers if they have yet to achieve the required qualification.

The SCIF has six common Learning Objectives for new workers in the social care sector. Learning Objective 7 is specifically for workers working with children and young people and Learning Objective 8 for those working with adults. Learning Objective 7 or 8 should be completed in addition to the six common Learning Objectives.

Planned learning

There are many ways that people learn and your manager will guide you in the mix of activities and processes that will best meet your needs to achieve the learning outcomes in the SCIF. These may include:

- Mentoring by a more experienced colleague
- Distance learning
- E-learning
- Guided reading
- Structured use of supervision
- Shadowing
- Taught programmes/training
- Practical experience

Role of your manager

Your manager has a responsibility to ensure that you are given enough time, encouragement and support to reach successful completion and truly learn from the process.

Your manager, supervisor or an appropriate member of staff will decide with you whether you have achieved the outcomes. However, it is always the manager's responsibility to sign off your completed SCIF.

Your manager may use a variety of ways to help you explore your understanding of your role and responsibilities at work that your manager may use. They include:

- Questioning, whether written or verbal
- Direct observation e.g. observation of a new worker carrying out the first aid technique
- Self-assessment
- Portfolios
- Presentations
- Job specific tests
- Simulations/role play
- Other learning programmes
- Written or oral reflection

Recording assessment

This Progress Log is a document that supports you and your manager in recording assessment information and achievement of learning outcomes.

The Progress Log records:

Evidence used	Assessed by whom and when	Manager's and worker's signature and date
<p>Record of evidence used to demonstrate that you met the learning outcome.</p> <p>If you already have appropriate evidence of prior learning or skills covering the learning outcomes, these should be recorded in this column. This may include certificates/qualifications.</p>	<p>This can be done by a manager, supervisor or an appropriate member of staff.</p> <p>If you already have appropriate evidence of prior learning please state here the title of the certificate/qualification, the name of the awarding organisation and the date you achieved the award.</p>	<p>The manager and worker should sign and date here to confirm learning outcomes have been successfully achieved or to confirm they have seen and accepted any certification/qualification as evidence of prior learning.</p> <p>It is always the manager's responsibility to sign off evidence in achieving the learning outcomes.</p>

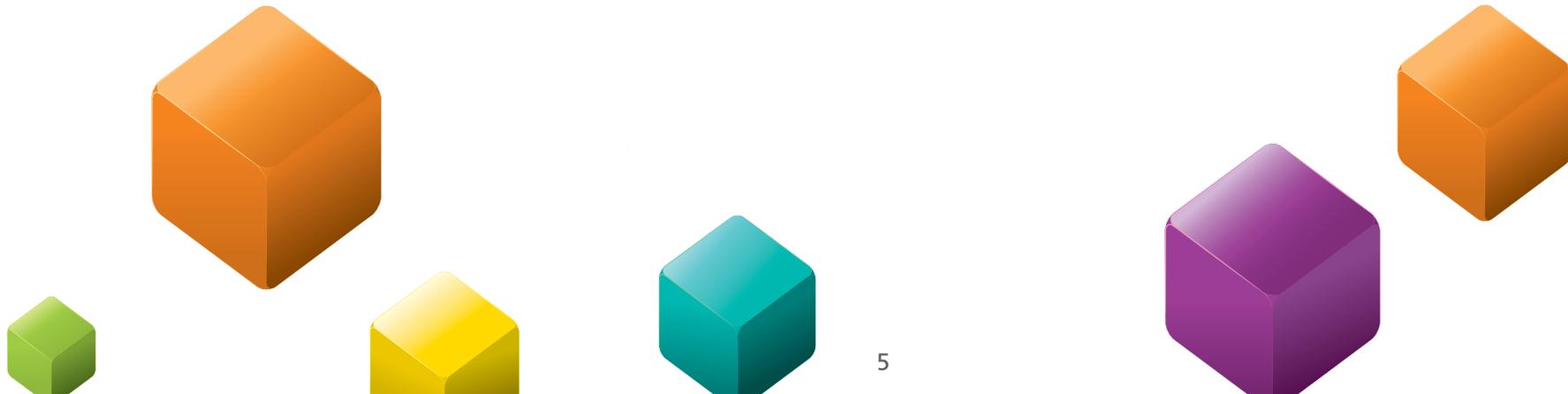
Additional use for SCIF

The SCIF can be used as a basis for agreeing and recording any future learning development activities and other further essential learning still required at induction for specific tasks not covered by the SCIF. This should support your continuing professional development (CPD).

As the SCIF has been designed and mapped to the mandatory units within the Qualification and Credit Framework (QCF) Diplomas, the progress log enables you to gather and record evidence that can be used to enable progress towards attainment of qualifications.

Certifying the SCIF

When all SCIF learning outcomes relevant to your role as a worker are met it is the manager's responsibility to complete and sign the Certificate of Successful Completion. A copy will be kept by the manager with the completed original given to you for your future use. Note that originals would be required for registration purposes with the Care Council for Wales where applicable.



The Progress Log

The Social Care Induction Framework for Wales has six common Learning Objectives for new workers in the social care sector. Learning Objective 7 is specifically for workers working with children and young people and Learning Objective 8 for those working with adults. Learning Objective 7 or 8 should be completed in addition to the six common Learning Objectives.

Please note that induction outcomes that are workplace specific have been highlighted in **bold**.

Learning Objective 1 - Understand the principles and values of care

Contents	Learning Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Values	1. You ensure that individuals are treated with dignity and respect			
	2. You understand the importance of listening to the views of individuals, carers and families			
	3. You promote independence and empowerment of individuals and ensure that they are at the centre of your work			
	4. You understand diversity and value and respect those with different backgrounds and lifestyles			
	5. You value the cultural, religious and linguistic backgrounds of all people living in Wales			
	6. You understand the importance of Welsh language and culture in supporting individuals			
	7. You recognise and deal with discrimination and you promote equality			
	8. You are aware of your own values and behaviour and the impact of these on your work with individuals			
	9. You recognise that the individuals you support have the right to take risks			

Contents	Learning Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Confidentiality	1. You recognise the individual's right to privacy			
	2. You understand the meaning of confidentiality and know when it is and is not right to share information			
	3. You are aware of the legal framework governing issues of confidentiality			

Manager's signature

Worker's signature

**Learning Objective 1 - Understand the principles and values of care
Learning needs and opportunities**

Learning Objective 2 - Understand the organisation and your role within it

Contents	Learning Outcomes	Evidence Used	Assessed by whom and when	Manager's signature and date
Your role in the organisation	1. You understand the ethos and structure of the organisation you work for and your role within it			
	2. You understand your own job description, what it requires you to do and the limits of your role			
Your role as a worker	1. You understand your professional responsibilities as outlined in the Code of Practice for Social Care Workers www.ccwales.org.uk/registration-and-conduct/confidence-in-care/the-codes-of-practice			
	2. You understand your role in recognising and responding to the individual's needs			
	3. You understand the role of other workers in your organisation and those in other agencies and the importance of working in partnership with them			
	4. You understand the importance of working in partnership with individuals, families, carers and advocates			
	5. You understand the responsibilities and boundaries of your relationship with those you support			
	6. You understand and apply your responsibilities for risk assessment in line with the organisation's policies and procedures			
	7. You understand how to report any matters that affect the welfare and safety of individuals with whom you are involved			
	8. You understand your duty to report practices of others that are unsafe or conflict with the organisation's policies, procedures and values			

Contents	Learning Outcomes	Evidence Used	Assessed by whom and when	Manager's signature and date
Policies and procedures	1. You know what the organisation's policies and procedures are, how to access them and are able to understand and implement them			
	2. You are aware of the legal framework within which you operate in your role			

Manager's signature

Worker's signature

Learning Objective 2- Understand the organisation and your role within it
Learning needs and opportunities

Learning Objective 3 – Maintain safety at work

Contents	Learning Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Health and safety	1. You are aware of the key legislation relating to health and safety in your work setting and the responsibilities of a) yourself b) your employer c) colleagues and d) individuals, families and carers			
	2. You are able to carry out your responsibilities under health and safety legislation			
	3. You understand what is meant by a risk assessment in relation to health and safety			
	4. You are aware of relevant procedures and how to apply these, in particular your responsibility to record and report concerns and incidents			
Moving and positioning	1. You understand the basic principles and techniques of moving and positioning that apply to your role			
	2. You understand the limits of your role in relation to moving and positioning			
	3. You are aware of key legislation and organisational procedures covering moving and positioning			
	4. You know how to assess risks concerning moving and positioning and are aware of good practice techniques			
Fire safety	1. You understand your organisation's responsibility for fire safety in your workplace and are able to promote fire safety to others			
Emergency first aid	1. You understand basic first aid techniques relevant to your role			
	2. You know when it is appropriate to apply basic first aid and when you should seek medical help			

Contents	Learning Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Infection prevention and control	1. You understand the main routes to infection and how to prevent the spread of infections in your workplace			
Medication and health care procedures	1. You understand your organisation's policies and procedures and your role and limits in relation to medication and health care procedures			
Security	1. You are aware of security arrangements that are in place to ensure that a) you b) individuals and c) other staff are safe at work			
	2. You are able to identify and report potential security risks at work and know the safeguards that are in place to minimise these			

Manager's signature

Worker's signature

Learning Objective 3 – Maintain safety at work
Learning needs and opportunities

Learning Objective 4 – Listen and communicate effectively

Contents	Learning Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Recognise and understand the importance of all forms of communication	1. You are able to identify and use various communication methods that are applicable to your role			
	2. You understand why listening is an important skill and how to do this effectively			
	3. You are aware of factors that impact on good communication including potential barriers and how to overcome these			
	4. You understand the need to meet the communication and language needs, wishes and preferences of a) individuals b) families c) carers and d) others			
Handle information in health and social care settings	1. You understand the need to record and report information			
	2. You can identify what needs to be recorded and reported and how to do this			
	3. You understand and follow your organisation's policies and procedures on record keeping			
	4. You keep records secure and confidential			

Manager's signature

Worker's signature

Learning Objective 4 – Listen and communicate effectively
Learning needs and opportunities

Learning Objective 5 - Safeguarding

Contents	Learning Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Legislation, policies and procedures	1. You are aware of the legislation as well as national and local policies that apply to safeguarding			
	2. You understand local and organisational policies and procedures that apply to safeguarding of individuals you work with (children and/or adults) and how to apply these in your work			
Understand and recognise different types of abuse	1. You can identify the main categories of abuse and neglect and can recognise the common signs and symptoms associated with them			
	2. You understand that individuals have a right to be protected from abuse and neglect			
	3. You understand the need to ensure that your own actions and behaviours are not detrimental to the individual you are working with			
Understand how to respond to suspected abuse or neglect	1. You understand the need to immediately report any concerns about possible abuse or neglect and know how and when to report these to the appropriate person			
	2. You recognise the importance of continuing to raise concerns if they are not being addressed after being reported and know how to do this			
	3. You understand the boundaries of confidentiality and when to share information			

Manager's signature

Worker's signature

**Learning Objective 5 – Safeguarding
Learning needs and opportunities**

Learning Objective 6 – Continuing Professional Development

Contents	Learning Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Support and supervision	1. You know how to get information and advice about: <ul style="list-style-type: none"> • The organisation • Your own role and responsibilities • The roles and responsibilities of others 			
	2. You understand the purpose and arrangements for supervision and appraisal in your work setting			
	3. You understand your own role and responsibility in relation to supervision			
Learning and development	1. You understand the responsibilities of yourself and your employer to support and develop your work through the acquisition of competence and knowledge			
	2. You are aware of your organisation's requirements regarding learning and development for your role			
	3. You know how to work with your line manager to agree and follow your personal development plan			
	4. You know how to get advice, information and support for your role both from within your organisation and from external sources			

Manager's signature

Worker's signature

Learning Objective 6 – Continuing Professional Development

Learning needs and opportunities

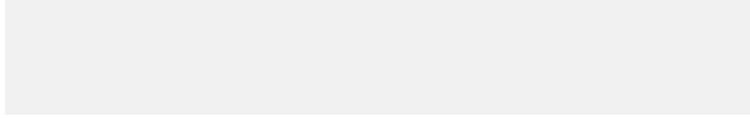
Learning Objective 7 – Working with children and young people

Learning Objective 7 is specifically for workers working with children and young people and should be completed in addition to the six common Learning Objectives.

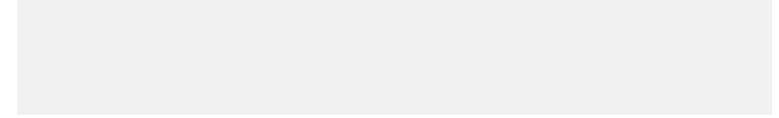
Contents	Learning Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Values	1. You recognise the importance of the child's family/significant others and work to positively support and develop their strengths in the interests of the child			
Child centred approaches	1. You understand and apply the legal framework that exists to safeguard and promote the welfare of children including the Welsh Government's seven core aims for children and the United Nations Convention on the Rights of the Child			
	2. You understand the duty to make the best interests of the child paramount and demonstrate this in all aspects of your practice			
	3. You treat children with respect and help them to grow up having positive life skills that enable them to make informed choices that are appropriate to their age and development			
	4. You are a positive role model for children who is reliable, honest and supports them in all aspects of their life			
	5. You build on the strengths of children and their families/significant others and listen to their views about risk and safety			
	6. You understand the importance of maintaining professional boundaries in your dealings with children and young people and their families/significant others			
Communicating with children	1. You understand the main factors that might promote or inhibit good communication with children and young people and can apply this knowledge to your role			
	2. You understand and can demonstrate how to take account of the different stages of child development when communicating with children			

Contents	Learning Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Child development	1. You demonstrate an understanding of child development and show that you can apply this in your work with children			
	2. You understand the basic principles of how children form attachments and the importance of these to their development and well-being			
	3. You understand and recognise the impact that negative experiences can have on a child's development and behaviour			
	4. You understand that the child's stage of development and life experiences may impact on their understanding of safety and their risk taking behaviour			
	5. You understand what children need to stay healthy - physically, mentally and emotionally			
Behaviour	1. You understand the main underlying causes that impact on children's behaviour			
	2. You are aware of your organisation's policy and procedure on promoting positive behaviour and managing challenging behaviour			
	3. You understand the influence of your own behaviour on children and young people's development			
Transitions	1. You know the significant milestones which mark transition in the lives of children and young people			
	2. You understand how to support young people to acquire the skills, self-confidence and knowledge to prepare them for adult life			

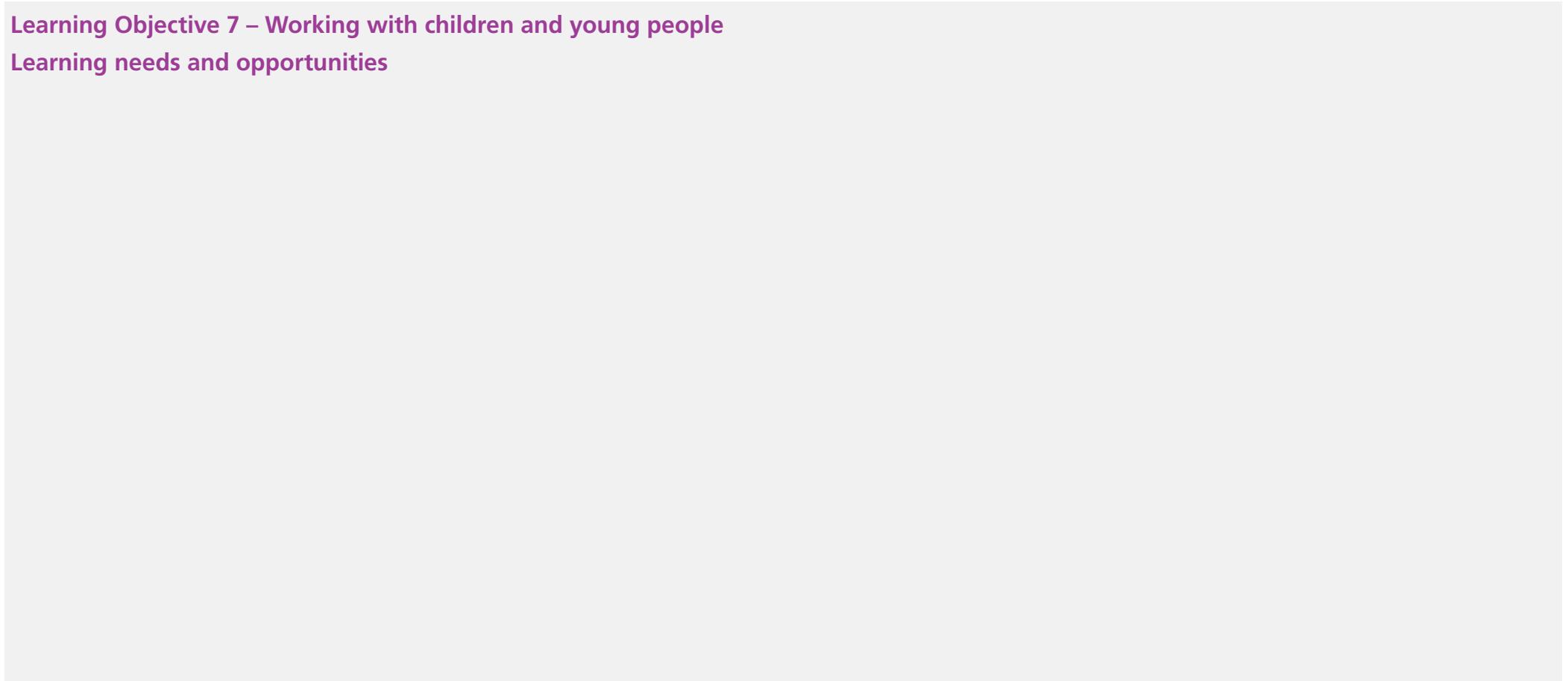
Manager's signature



Worker's signature



Learning Objective 7 – Working with children and young people
Learning needs and opportunities

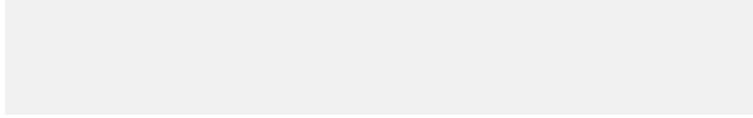


Learning Objective 8 - Working with adults at risk

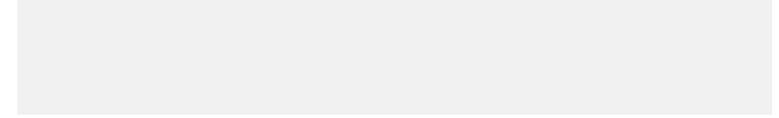
Learning Objective 8 is specifically for workers working with adults and should be completed in addition to the six common Learning Objectives.

Contents	Learning Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Person centred approaches	1. You understand the legal and procedural framework that exists to safeguard and support individuals			
	2. You understand the importance of ensuring that the individual is at the centre of your work and the need to take their wishes and feelings into account in developing support plans			
	3. You understand the importance of maintaining professional boundaries in your dealings with individuals			
	4. You promote independence and support individuals to make choices whenever possible			
Working with adults with health and social care needs	1. You are aware of the impact of health and disability on the individuals you are working with and demonstrate an understanding of these in your work			
	2. You understand that people's life experiences will impact on who they are and how they may behave and show that you take account of this in your work			
	3. You are aware of your organisation's policy and procedure on promoting positive behaviour and managing behaviours that challenge services			
	4. You understand what individuals need to stay as healthy as possible - physically, mentally and emotionally			

Manager's signature



Worker's signature



Learning Objective 8 - Working with adults at risk

Learning needs and opportunities



Declaration:

[Redacted]

(name of worker) has met all SCIF learning objectives relevant to their role on the

[Redacted]

(completion date)

Manager's signature

[Redacted]

Worker's signature

[Redacted]

Learning and Development

Outline of initial plan for personal development activities agreed between manger and worker

[Redacted]

Further essential learning still required at induction for specific tasks not covered by the Social Care Induction Framework for Wales

