

Flexi Bank Casual Support Workers (Non-Qualified)



Applies to all new Flexi Bank Casual Support Workers commencing from 1st August 2018

Care Certificate Induction Programme

It is mandatory that all Flexi support workers complete their Care Certificate Induction Programme within 4-6 weeks of starting their role. The Trust will pay up to 90 hours basic rate to cover the time spent on the Induction Programme as detailed below under 'Payment'.

Care Certificates are not automatically transferrable if workers have completed them for another employer.

The Training department will assess any training that has been completed under another employer and will advise on any previous training that is transferrable.

The Programme

The induction programme normally runs over four to six weeks amounting to between 80 and 90 hours in total and normally includes Mandatory E-Learning modules completed on-site as detailed below; 4 taught Care Certificate Knowledge/workshop sessions; 3 observations undertaken in one of COT's residential homes; house induction/shadowing shifts.

Mandatory E-Learning Modules:

- Behaviours that challenge
- Care Certificate
- Equality and Diversity
- Fire Safety
- Food Hygiene
- GDPR
- Health & Safety
- Infection Control
- Learning Disability Awareness
- Manual Handling
- MCA Level 1
- Medication Administration
- Mental Health, Dementia & Disability Awareness
- SOVA

Plus Mandatory taught session – Emergency First Aid at Work and any role specific extras as identified to meet the needs of the service as requested by the Registered/Service Manager (i.e. Diabetes; Medication)

Payment

Payment for the training element (e-learning and care certificate knowledge sessions approximately 28/30 hours) will be made against an approved time sheet. Additional shifts may be undertaken during the CCIP but only at the same location as the shadow shifts subject to availability and at the discretion of the Registered Manager. Payment for the house induction/shadowing shifts will be paid against approved time sheets in accordance with the monthly payroll deadline (i.e. 2nd of the month) and flexi hours are paid monthly in arrears.

Training

After six months, dependant on the flexi workers role and hours worked, the situation will be re-assessed to identify further training needs.