

Shared Lives Carer training Matrix

Shared Lives, West Berkshire Council,
Market Street, Newbury RG14 5LD
Tel: 01635 520173
e-mail: Sharedlives@westberks.gov.uk

Carer Name:

Name of course	REFRESHER E-learning from home	REFRESHER Classroom training	Date & method completed					
Care Certificate standard 04: Equality and Diversity	3 years	N/A						
Care Certificate standard 10: Safeguarding Adults	1 year	3 years						
Fire Awareness (2020)	1 year	E-learning/ classroom						
Data Protection & Security Essentials (2020)	3 years	N/A						
Manual Handling (2019)	1 year	3 years						
Care Certificate standard 12: Basic Life Support	1 year	3 years						
Managing Medicines	1 year & competency assessment	3 years						
Care Certificate standard 15: Infection, Prevention & Control	3 years	N/A						
Care Certificate standard 09: Awareness of MH, Dementia & LD	<i>Refresher not required</i>	<i>Refresher not required</i>						
Care Certificate standard 05: Working in a Person-Centred way	<i>Refresher not required</i>	<i>Refresher not required</i>						
Care Certificate standard 13: Health and Safety	<i>Refresher not required</i>	<i>Refresher not required</i>						
The Mental Capacity Act	3 years	6 years						

Training required for Shared Lives Carers is over sheet. The training on e-learning is completed via Learning Time, all carers have a log in to access e-learning. If you have any problems accessing your e-learning, please speak to your Shared Lives Officer. This training sheet will be reviewed at your carer review, all carers & Shared Lives can work together to know when training is due and when to access e-learning or book classroom training when required.

Please let your know Shared Lives Officer know when you have completed e-learning training.

During the induction process for new carers, all training courses should be delivered within the classroom (apart from Equality & Diversity and Data Protection which are not delivered in a classroom, e-learning only) apart from the Care Certificate.

Any additional training required for an individual service user is added additionally to your training matrix, e.g. Epilepsy, Stoma training, etc.

Transferable training will be looked at on an individual basis and certificates will need to be provided to ensure that it meets requirements.

Payments.

A payment is made only for courses that are needed to meet the role requirements, any additional training completed is unfortunately not able to be paid.

A payment of £50 is made where all training has been completed from the training matrix attached. This claim is made after your carer review or where you can evidence that your training is completed for the year.

Cancellation or Non-Attendance.

Cancellation 14 days or more before the course takes place will not be charged.

Late Cancellation (less than 14 days) or Non-attendance with no notice may be charged at the standard rate for the course missed.

These charges may be passed onto the Carer.

Adult social care courses: £39 full day or £23 half day.

Corporate Courses: £71 full day or £39 half day.

Please ensure you make a note of your training dates. All training dates booked are your responsibility to attend or cancel.

Thank you