



scottish social services
learning network
west

Passport to Social Services Practice in Inverclyde

Contents

Page 2

- **The history behind Inverclyde's Passport**

Page 3

- **Introduction to the Passport process and training aid.**

Page 4

- **Standards descriptor and main themes.**

Page 5

- **Inverclyde's Passport standards.**

Pages 7 to 11

- **Note pads.**

Page 12

- **Passport completion sign off page**

Page 13

- **Useful links page**

The history behind Inverclyde's Passport

“There are a large number of organisations across Inverclyde providing care and support within very different environments; in each organisation it has been identified there are large differences in how Social Services staff are introduced to their own organisation. Through joint consultation with, independent, statutory and Third sector organisations, the training aid and standards have been developed and provide the basis for a 2 day Passport to Social Services practice in Inverclyde which will run throughout the year”

There are a large number of organisations across Inverclyde providing care and support for people with different needs. Through discussion with colleagues in the Social Services sector, it was identified that a local approach to practice would be both beneficial and cost effective. For service users and carers, consistency and quality of care delivered in this Passport could run alongside, even enhance training and/or information given to new employees from their own organisations; the aim is to develop a minimum standard of practice within Inverclyde for new Social Service workers which would highlight important practice and all relevant legislative requirements for Social Services staff.

The support document and training standards have been developed through consultation with voluntary, statutory and independent sector organisations and provides the basis for the 2 day training events which will run throughout the year.

The proposed outcome is that employers will be able to allocate new staff into identified passport training dates; this will go some way to ensure all new Social Services staff receive the same level of training and that standards of care and support continue to improve within Inverclyde. The Passport training aid is designed to reduce duplication and cost to organisations, staff that complete the passport and move to another organisation within Inverclyde can evidence this through the Passport card and should not need to access Passport training again.

Introduction to the Passport process and support materials.

This Passport support document has been developed to help make sense of the 2 day passport training sessions. As a new Social Services worker in Inverclyde, the training has been designed to support and facilitate understanding of roles and responsibilities.

This support document should be used as an accompanying tool and should also support ongoing learning and development in the Social Services sector.

The Passport is designed to give a very basic introduction to aspects of the role, standards, values and legislation that as a social services worker, you should display whilst in post.

Once completed, this training aid will be signed by the employee and the trainer; this will link into a passport style log book recording successful completion of the passport standards. This will show existing and future employers (in Inverclyde) you have completed the passport; this enables a new employer to see at a glance the Passport has already been completed.

This support document can also be used to generate evidence for SVQ qualifications as required by the **Scottish Social Services Council** so you can work as a registered social services practitioner.

The Passport process **DOES NOT** replace standards, practices, and guidelines an employer may already have developed and implemented; it aims to compliment and improve knowledge around the basic principles and legalities of social services provision and responsibilities in delivering care and support to the highest possible standard in Inverclyde.

Upon completion, it is **your** responsibility to familiarise yourself with the relevant policies and procedures in your own workplace. These standards are designed as a signpost to information required to facilitate understanding behind policy, legislation and practice.

Standards Descriptor:

Standard 1) Principles of care core values and Codes of Practice

Various factors throughout life contribute to making people who they become. The **beliefs** and **values** individual's hold, affect the beliefs and values in **how we live our lives**; core values are crucially important in your attitude to providing quality care and maintaining the dignity of the people you work with.

Standard 2) Understanding the organisation and role of the social services worker

The role of the Social Services worker takes many forms, from formally trained in a specific discipline such as Social Workers, Youth Worker, Housing Support Assistant, General or Psychiatric nurses or to the care assistant working under direct supervision from trained staff.

Social Service workers also provide care and support out with residential and hospital settings to individuals own homes in the community; this section covers the importance of understanding a job description, key responsibilities and the importance of working with others who may work in different environments and settings.

Standard 3) Safety at work

It is the responsibility of both the individual worker and the employer to ensure a safe working environment is maintained at all times. This standard will raise awareness of safer manual handling in the workplace, fire safety, first aid, infection control and the importance of safe and effective food hygiene and preparation as required by Health and Safety legislation. This section will also cover the importance of following risk assessment protocols put in place by the employer to ensure safe working practices and your role in following National legislation in relation to health and safety in the work place.

Standard 4) Communication

This section will include details on how to contribute to communication systems to ensure effective levels of communication, maintain and promote effective communication by keeping accurate, informative written notes on the individual's support needs; attend regular team meetings/supervision sessions with line managers to report on progress/difficulties in order to seek and promote the best possible solutions with the individual.

Standard 5) Your learning and development

It is vitally important all new staff are supported in developing the knowledge, skills and values required to work effectively and safely with people who use services and equally, in staff teams. This is especially important for staff who may have little or no experience of working in the social services sector. This section covers how an organisation may approach continuous employee development, structures for supervision and appraisals that map out learning needs within the organisation

Day 1

Standard Communication

- Recognising types of communication
- Body language and attitudes
- Effective communication skills

Standard Understanding the principles of care

- What are your core values?
- How to use the Codes of Practice
- Your role in confidentiality and data protection
- Person centred approaches
- What is risk and working with risk assessments

Standard Understanding the organisation and role of the Social Services worker

- Your role in working in partnership with others and as a team
- Your responsibilities in relation to your organisation's policies and procedures
- Developing healthy worker relationships
- Recognising abuse and neglect
- Adult Protection
- Whistle blowing on bad practice and abuses
- Your role in following the national care standards
- The role of the care commission in your work place

Day 2

Standard Safety at work

- Health and safety in your work place
- Moving and handling
- Fire safety and your responsibilities
- First aid
- Infection control and control of substances hazardous to health (COSHH) legislation
- Medication awareness

Standard Your learning and development

- Support for you and the supervision process
- Identified learning and development within the work place
- Training opportunities
- The process of appraisal and relevant policy

Standard 1 Understanding the principles of care	Relates to SVQ level 2 units	Notes
	DK6X 04 (HSC 24) DK8H (HSC 211)	

Standard 2 Understanding the organisation and the role of the Social Services worker	Relates to SVQ level 2 units	Notes
	DK8W 04 (HSC 22) DK6D 04 (HSC 23) DK60 04 (HSC 227)	

Standard 3 Safety at work	Relates to SVQ level 2 units	Notes
	DL4A 04 HSC221 DK8L 04 HSC226 DK8W 04 HSC22	

Standard 4 Communication	Relates to SVQ level 2 units	Notes
	DK3V 04 (HSC21)	

Standard 5 Your learning & Development	Relates to SVQ level 2 units	Notes
	DK6D 04 HSC23	

This is to certify that _____ has attended Inverclyde’s 2 day Passport to Social Services practice in Inverclyde.

Candidate signature: _____

Trainer signature: _____

Date of completion: _____

Useful Links:

www.learningnetworks.org.uk/west.php

www.sssc.uk.com

www.ltscotland.org.uk

www.scottish-enterprise.com

www.carecommission.com

www.kibble.org

www.keyhousing.org

www.carerscotland.org

www.richmondfellowship.org.uk

www.inverclyde.gov.uk

www.icdt.org.uk

www.ilascotland.org.uk

www.socialworkscotland.org.uk

www.icod.org.uk

www.vhscotland.org.uk

www.samh.org.uk

www.sircc.org.uk

www.iriss.ac.uk

www.scie.org.uk

www.communitycare.co.uk

www.show.scot.nhs.uk

www.socialworkscotland.org

www.scotland.gov.uk

www.careers-scotland.org.uk

www.ssrq.org.uk/scotland/index.asp

www.nes.scot.nhs.uk

www.healthscotland.com