

**SAMPLE: To access the full Learning Portfolio,
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Care Certificate

Learning Portfolio

Name:

Organisation:

Date Started:

Date Completed:

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How It Works

This learning portfolio comprises 15 sections: one for each of the standards of the Care Certificate. You will be asked to complete a series of questions and activities to help demonstrate your understanding and what you have learnt throughout your training.

At the end of each section, there will be space for your assessor to write comments and reflect on what you have learnt.

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To complete this portfolio:



Download this document onto your electronic device. Depending on the internet browser and device you are using there are different ways to download and save this document.

*Usually, there will be a **download** or **save icon/button** presented towards the top-right of your screen.*

*Or there may be an option to select '**File**' and then select '**Save As**' presented towards the top-left of your screen.*

Please ensure that you download and save this document somewhere that you can easily access.



Fill in each section after you have completed the online training module for it.

Save your work at every opportunity. We recommend saving it after every change you make to ensure that you don't lose anything.

Please note that this portfolio has been designed to be worked on digitally. Unless you have been instructed by your employer to print it out, there is no need to print it out.



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Contents:

Standard 1: Understand Your Role	3
Standard 2: Your Personal Development	12
Standard 3: Duty of Care	22
Standard 4: Equality and Diversity	27
Standard 5: Work in a Person-Centred Way	34
Standard 6: Communication	42
Standard 7: Privacy and Dignity	50
Standard 8: Fluids and Nutrition	56
Standard 9: Awareness of Mental Health, Dementia, and Learning Disability	61
Standard 10: Safeguarding Adults	68
Standard 11: Safeguarding Children	76
Standard 12: Basic Life Support	83
Standard 13: Health and Safety	89
Standard 14: Handling Information	96
Standard 15: Infection Prevention and Control	103



High Speed Training:
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Standard 1: Understand Your Role

What are your main duties and responsibilities? Describe them using full sentences.

What are the standards and codes of conduct that apply to you personally? Write down the main points within these standards to help you remember them.



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Fill in the boxes to explain how each of the following things may affect the way you work:

Your beliefs:	
Your positive experiences in life:	
Your negative experiences in life:	



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Describe the rights and responsibilities you have under your agreed ways of working. Remember to think about health and safety, working time, your agreed pay, confidentiality, and equality. (You can usually find this information in your contract of employment or employee handbook.)

What are the aims (and/or mission statement), objectives, and values of your employer? (You can usually find this information in one of your workplace policies.)



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Give an example of one of your company's agreed ways of working, and explain why it is so important.

Where would you go to access full and up-to-date agreed ways of working that are relevant to your role?



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Following the exercise about **when** to report your concerns, explain **how** you would raise them and **why**, relating it to your employer’s whistleblowing policy. (If you need any support answering this question, speak to a mentor, supervisor or manager.)



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Explain why it is important to tell someone if you have made a mistake or spot mistakes in your work.





Describe some of your key responsibilities to the individuals you support or care for.

Explain how a working relationship is different from a personal relationship, giving examples of both types of relationships.



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What are the four main working relationships in health and social care? Give an example of a role in your workplace for each.

1 	
2 	
3 	
4 	



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Explain why it is so important to work in partnership with:

Colleagues and other professionals	
Key people, advocates, and others who are significant to an individual	

If you encountered a problem when working with others or had conflicts that you couldn't resolve, who would you go to for support and when?



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ASSESSOR'S NOTES



– Don't forget to save your progress