



## Target Audience

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This programme has been developed to support organisations to build internal capacity for the observation, assessment, and development of their own staff.

Skills for Care have produced guidance titled 'Ongoing learning and development for adult social care' which recommends training refresher frequency and the requirement for competency assessment between learning engagements. With the effective implementation of competency assessors, organisations can evidence that they have achieved the recommendations of best practice.

The role of the competency assessor supports organisations to achieve their workforce development strategy; training costs can be reduced as there will be less requirement for training to be repeated when organisations can clearly evidence that their workforce is highly competent, well supported and developed through good quality, internal competency assessments.

Organisations often want to evidence how learning engagements have had a positive impact on practice. The role of the competency assessor can ensure that good practice is taking place across the business and is continuously developing through their observation, mentoring and feedback.

### On completion of this programme learners will have:

- ◆ Attended a 3-day programme
- ◆ Completed a competency assessment
- ◆ Planned for assessing competency
- ◆ Demonstrated how to make an assessment decision
- ◆ Demonstrated how to provide feedback
- ◆ Completed a competency assessment of moving and positioning practice

### This course is delivered using a range of methods and resources including:

- ◆ Face to Face tutor facilitation, interactive polls, questionnaires, drawing tools, videos, and scenarios for breakout groups, questioning and participation and an end of session assessment

### This course has been developed and mapped to current occupational standards, qualification frameworks and the following documents and resources:

- ◆ Skills for Care – Ongoing learning and development in adult social care
- ◆ Leadership Qualities Framework

## Course Content – Day 1

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- ◆ The role of the Competency Assessor
- ◆ Benefits of internal Competency Assessors
- ◆ Supporting the organisation to meet CQC standards
- ◆ How competency assessments complement workforce development plans
- ◆ Creating a learning culture
- ◆ Self-evaluation
- ◆ Maintaining own CPD

## Learning Outcomes – Day 1

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After attending this day, learners will be able to:

- ◆ State the role of the Competency Assessor
- ◆ List the benefits of internal competency assessors
- ◆ Describe how the role can support the organisation to meet CQC standards
- ◆ State how competency assessments complement workforce development plans
- ◆ Explain how to create a learning culture
- ◆ Complete a self-evaluation document
- ◆ Describe how to maintain own CPD

## Course Content – Day 2

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- ◆ Competency assessment documents
- ◆ Effective use of gap analysis
- ◆ Planning for assessment
- ◆ Communicating the process
- ◆ Assessment methods
- ◆ Making assessment decisions
- ◆ Completing standardisation
- ◆ Providing feedback
- ◆ Maintaining records
- ◆ Confidentiality of assessment

## Learning Outcomes – Day 2

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After attending this day, learners will be able to:

- ◆ Complete competency assessment documents
- ◆ Describe how to effectively use gap analysis results
- ◆ Plan for an assessment
- ◆ Communicate the process to an individual being assessed
- ◆ Describe assessment methods
- ◆ Demonstrate how to make an assessment decision
- ◆ Describe the process of standardisation
- ◆ Demonstrate how to provide feedback
- ◆ State how to maintain records
- ◆ Explain principles of confidentiality of assessment

## Course Content – Day 3

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- ◆ An overview of Manual Handling and Moving and Positioning people
- ◆ Completing assessment plans
- ◆ Assessment of moving and positioning techniques
- ◆ Analysing outdated techniques
- ◆ Providing feedback
- ◆ Documenting an observation
- ◆ Linking performance gaps to personal development plans, training and CPD

## Learning Outcomes – Day 3

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After attending this day, learners will be able to:

- ◆ Give an overview of Manual Handling and Moving and Positioning people
- ◆ Complete an individual assessment plan
- ◆ State how to link performance gaps to personal development plans, training and CPD
- ◆ Complete a competence assessment of moving and positioning practice
- ◆ Analyse outdated techniques and provide immediate verbal feedback
- ◆ Provide holistic written feedback from competence assessment
- ◆ Provide a portfolio of the completed competence assessment

**Duration: 3 Days**