**Care Certificate: Capturing evidence of achievement on ESR / OLM**

1. **Introduction**

This paper sets out the key requirements for capturing and recording the evidence needed to demonstrate completion of the Care Certificate. This will enable the Care Certificate to be portable if a HCSW / ASCW moves to a new job or employer, and prevent it from being needlessly duplicated.

For movement between NHS organisations, given the number of organisations using ESR the national ESR system could be utilised. Details of how to do this are set out in this paper.

For movement between non-NHS organisations, for example from FE Colleges, there is not a single recognised universal system. That said the minimum data requirements outlined in this paper should be followed. This will support the migration of data and ensure consistent reporting across a variety of systems. Other stakeholders such as Skills for Health are interested in providing systems to record and enable the portability of Care Certificate records.

1. **The need for capturing / recording the Care Certificate**

It is important that the undertaking of the Care Certificate by an individual is captured and recorded. This will enable the working progress against the 15 standards to be documented and monitored, and allow organisations to support individuals and provide resources where needed.

Capturing the completion of the Care Certificate by an individual, allows this achievement to be recognised and acknowledged. It provides a benchmark for Health Care Support Workers (HCSW) to attain whilst this data can be used to measure and demonstrate organisational implementation.

Using a minimum data set and utilising a national system such as ESR for NHS organisations, allows for the standardisation of data which supports consistency. It can also provide a basis for quality assurance between organisations, allowing the Care Certificate to be transferable.

Appendix 1 identifies the proposed minimum data set that organisations should collect for recording the completion of the Care Certificate.

1. **Capturing the Care Certificate on ESR / OLM**

Many NHS organisations utilise the ESR/OLM functionality to record and maintain training records and this could be used as a key system to capture progress and completion of the Care Certificate. OLM, the Learning Management Module within ESR, is the system which would record any Care Certificate data within the individuals learning record and then will enable it to be directly linked with their personnel details. This means that if they move to another NHS organisation, both their personnel and training records can transfer with them.

ESR is used by the vast majority of NHS organisations in England as their central HR system. For the limited number of NHS organisations choosing not to use ESR or utilising OLM it is recommended that the overall principles in this paper, such as the minimum data set are followed to ensure consistency in how data relating to the Care Certificate is captured.

1. **How to use ESR / OLM to capture the Care Certificate**

Within OLM there are 3 main functions that can used to capture data relating to the Care Certificate. These are:

* 1. **Use National ESR Competencies**The National ESR Central Team have agreed in principle to create a set of National ESR Competences specifically for the use with the Care Certificate. The benefit of using National Competences is that they transfer between organisations via the Intra Authority Transfer (IAT) Mechanism when an individual moves between NHS organisations.
	It is envisaged there will be a National ESR Competency for each of the 15 standards in the Care Certificate Framework.
	In practice a National ESR Competency can be added to a piece of learning that has been mapped to the Care Certificate Framework and used to report or measure compliance.
	2. **Use of Learning Paths**Learning Paths allow for individual components (i.e. standards) and target dates (i.e. 12 weeks) to be used together to create a training schedule. This allows organisations to plan and sequence delivery of the Care Certificate and individuals to plot their progress.
	Each organisation will need to set up / create their own Learning Path, but this allows bespoke and custom courses to be attached to the Learning Path specific to the organisation and allows for flexible delivery.
	3. **Reporting**The functionality of ESR / OLM and the use of National ESR Competences and Learning Paths combined together provides a degree of flexibility in how progress and completion of the Care Certificate can be reported on. Standard Discovery reports are available that allow the reporting of the compliance of National Competences or completion of Learning Paths for example. Bespoke reports can be created through the Business Intelligence functionality, using information contained in ESR such as an individual staff member’s Assignment Number / Personal Info (This information is in addition to the minimum data set).
1. **Next Steps:**
* For other LETB contacts to test the proposed minimum data set.
* For some of the pilot trusts to illustrate through the use of simulated data how the ESR/OLM Guidance can be used to demonstrate and report data capture using the set up modes identified above.
* To make formal contact with the ESR Central Team to anticipate and plan the creation of National ESR Competences for the Care Certificate.
* To agree a final specification definition of the required minimum data set that could then be issued to organisations who have their own local systems so that they can anticipate any amendments that might be needed to record Care Certificate activity.

**Appendix 1**

**Care Certificate: Minimum Data Set for Recording the Award of the Care Certificate**

Essential to the success of the Care Certificate will be the use of an agreed minimum data set. This will be required if there is to be ability to recognise the Care Certificate from one organisation to another.

From the HENW Project Steering Group meeting held on the 6th June it was agreed that the following data needs to be recorded by employers in order to ensure that a robust record of the Care Certificate is held and can be shared at organisational level.

**Proposed Minimum Data Set**

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| **Data item** | **Description** | **Expected Format** |
| ***First Name*** | First given name | Text |
| ***Surname*** | Family name/Surname | Text |
| ***Date of Birth*** | Birth Date | DD/MM/Year |
| ***Date completed Care Certificate*** | This is the date that the person has completed all defined elements of the Care Certificate to the required quality expectations within the organisation recording the award of the Certificate. | DD/MM/Year |
| ***Status*** | Two statuses can be recorded**Completed:** All elements of the Care Certificate have been undertaken to the required quality expectations by the awarding organisation.**Working Towards:** Has commenced and/or completed some of the elements of the Care Certificate but has not yet completed all necessary elements to the required quality expectations by the awarding organisation. | Recorded as: **Completed**Recorded as **Working Towards**: Identify any specific standards that have been completed. |
| ***Name of Awarding Organisation*** | The name of the organisation recording the completion and the award of the Care Certificate. | The organisation should use the **full** and **formal** name by which it is identified. |
| ***Name of organisation for delivery*** | The name of the organisation where some delivery elements of the Care Certificate was undertaken. This would be required and recorded where a Health Care Support Worker has commenced the Care Certificate in one organisation but has then moved/transferred to another organisation where they then complete the Care Certificate.  | The organisation should use the **full** and **formal** name by which it is identified. |
| ***Name of organisation for assessment*** | The name of the organisation where some assessments related to the Care Certificate was undertaken. This would be required and recorded where a Health Care Support Worker has commenced the Care Certificate in one organisation but has then moved/transferred to another organisation where they then complete the Care Certificate. | The organisation should use the **full** and **formal** name by which it is identified. |
| ***Name of responsible officer for Care Certificate*** | The name of the current accountable officer with responsibility for ensuring the required Care Certificate quality systems and who will be able to verify upon formal written request that a person has completed the care Certificate within that organisation. | First Name Surname Role |