

Care Certificate Tracking using LEAP : a brief user guide

Version 2, 11th January 2018

Part 1: Guide for Care Certificate Candidates

Log into LEAP as normal. All employees who need to have the Care Certificate will see a new panel on their homepage (the red one at the bottom). If you haven't yet completed your Care Certificate, you will see "Care Certificate tracking" in your mandatory training topics list towards the top of the page, too:

The screenshot displays the LEAP Learning Education Appraisal Platform interface. At the top left is the LEAP logo and 'Learning Education Appraisal Platform'. At the top right is the NHS King's College Hospital NHS Foundation Trust logo. The user is logged in as 'HCA10 Test User'. The dashboard features several key sections:

- Progress Indicators:** Three cards showing '100% Expired' (with a red warning icon), '0% Due' (with a yellow warning icon), and '0% Compliant' (with a green checkmark icon).
- Training Topics Table:**

Topic	Status	Link
Equality & Diversity [Once]	Expired	Go to course
Infection Control (Clinical) [2 Years]	Expired	Go to course
Care Certificate tracking	Expired	Go to course
- Navigation Panels:** 'Course Catalogue', 'Appraisal', 'My Learning Calendar', and 'My Dashboard', each with a 'View' button.
- Care Certificate Page:** A prominent red panel at the bottom with a ribbon icon and a 'View' button.
- Choose Manager:** A panel indicating the current manager is Jason Kennedy (test admin) and a 'Choose new manager' button.

If you have already completed the Care Certificate before the launch of this LEAP process, then you don't need to do anything else. Your completion will be recorded centrally.

If you have already completed the Care Certificate, at King's or at a previous Trust, and you still see "Care Certificate tracking" on your topics list to do, please contact kch-tr.care.certificate@nhs.net so your record can be updated.

If you don't see the "Care Certificate Page" panel then please contact kch-tr.leapsysadmin@nhs.net so that your ESR record can be checked.

Click “Care Certificate Page” from the LEAP homepage to see this specific Care Certificate Tracking page:

Overdue	Link
Equality & Diversity [Once]	Go to course
Infection Control (Clinical) [2 Years]	Go to course

Corporate/HCA Induction Week Completed
None recorded yet

Practice Assessment Document Completed
None recorded yet

Welcome to your Care Certificate Tracking Page
You will have completed your week long induction course and have had a discussion on the Practice document and your requirements to complete it. Also many teaching sessions will have assisted you in gaining theory and knowledge to assist you in completing the Care Certificate.
This LEAP page will help you and your assessor keep on track for timely completion of the Care Certificate. You need to complete all the assessments of practice and written work in the Practice document as well as your mandatory e-learning and e-learning modules.
To the left of this information you will see your mandatory training progress and in the centre a link to your Care Certificate Tracking. Towards the bottom there are links to the Care Certificate e-learning modules.
For support in completing your care certificate please contact your ward manager or Practice Development Nurse.

Guidance and Links
[Step by step guide to Care Certificate tracking](#)

Care Certificate Tracking
[Start Care Certificate Tracking](#)

Care Certificate optional e-learning modules to assist completion of the Care Certificate

Course Name	Status	Completion date
Standard 1: Understanding Your Role e-Learning	Not yet started	
Standard 2: Your Personal Development e-Learning	Not yet started	
Standard 3: Duty of Care e-Learning	Not yet started	
Standard 5: Work in a Person-centred Way e-Learning	Not yet started	
Standard 6: Communication e-Learning	Not yet started	
Standard 7: Privacy and Dignity e-Learning	Not yet started	
Standard 8: Fluids and Nutrition e-Learning	Not yet started	
Standard 9: Awareness of Mental Health, Dementia and Learning Disability e-Learning	Not yet started	

The left-hand column of this page shows all your mandatory training, which needs to be completed before your Care Certificate can be signed off. The dates below the mandatory training will be filled in as you record them in the Care Certificate tracker.

The centre of the page contains a brief introduction, any available downloadable guides (including this one) and then a button to “Start Care Certificate Tracking”.

At the bottom of the page is a list of optional e-learning modules covering the Care Certificate standards. These are not mandatory for your Care Certificate, but we encourage you to work through them to check and improve your practice.

Now click the “Start Care Certificate Tracking” button:



The Care Certificate tracking tool has 3 pages. You will see 2 of them, and a third one is for your assessor to complete. So the first step is for you to fill in the page shown below, and the key part of this page is selecting your assessor.

Care Certificate Tracker

- WELCOME
- LEARNER TRACKING PAGE

Welcome to the care certificate tracking page! We use this to manage progress through your Care Certificate programme. To start, please select your assessor using the button below. If you're not sure who your assessor is, please ask your manager.

Please also tell us whether you have any special circumstances which mean you might need more than the standard 3 months to complete. For example, if you work part time.

You can then move to page 2 of this form. Here, you can optionally record your progress through the main stages of the Care Certificate (though your Assessor will have the final sign-off about progress and overall completion). You and your assessor can also add notes at any time.

▼ Please select your assessor

Select users

Do you work part time?

Your answer No Yes

Are there any special circumstances your assessor should be aware of?

Your answer

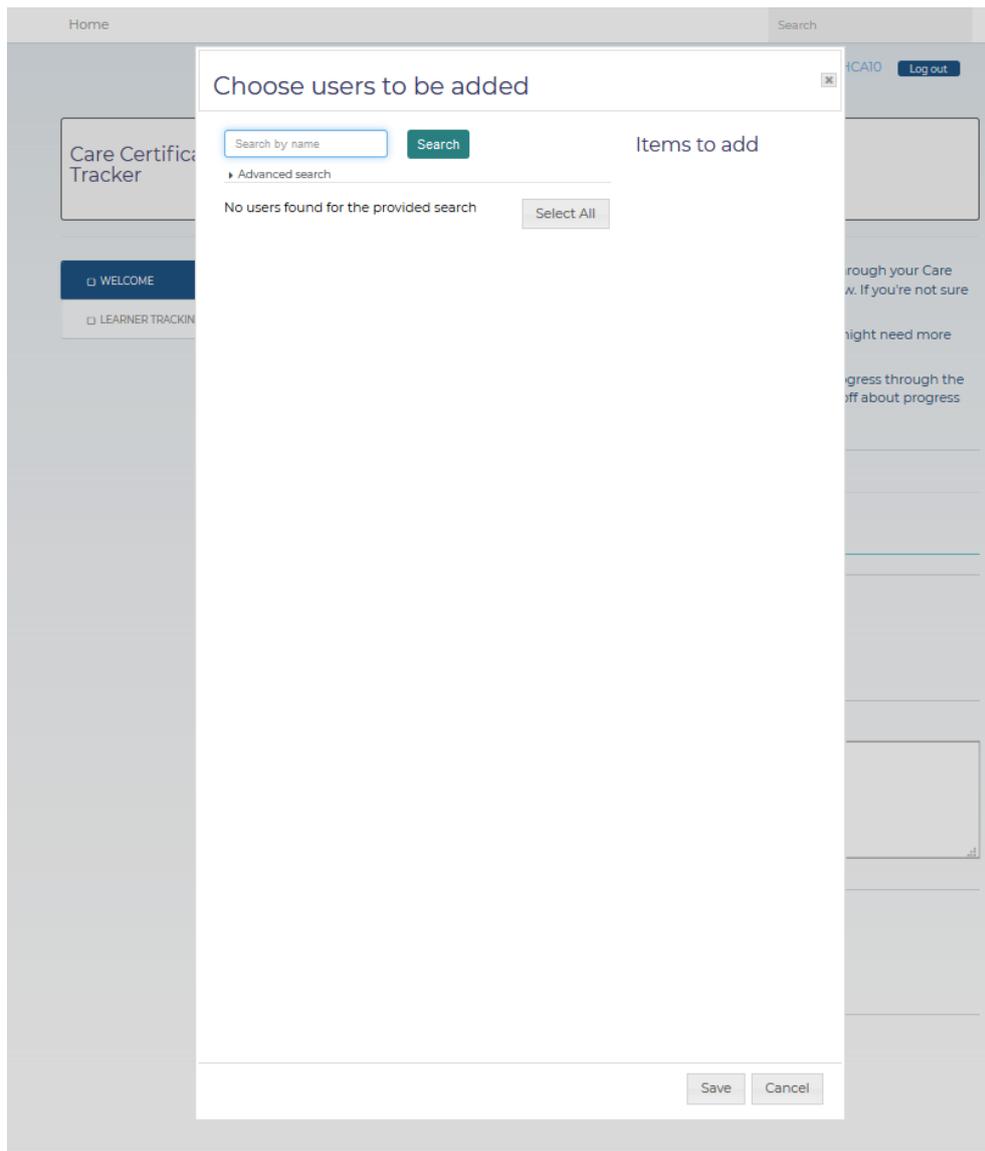
Have you received your Practice Assessment Document (PAD)?

Your answer No Yes

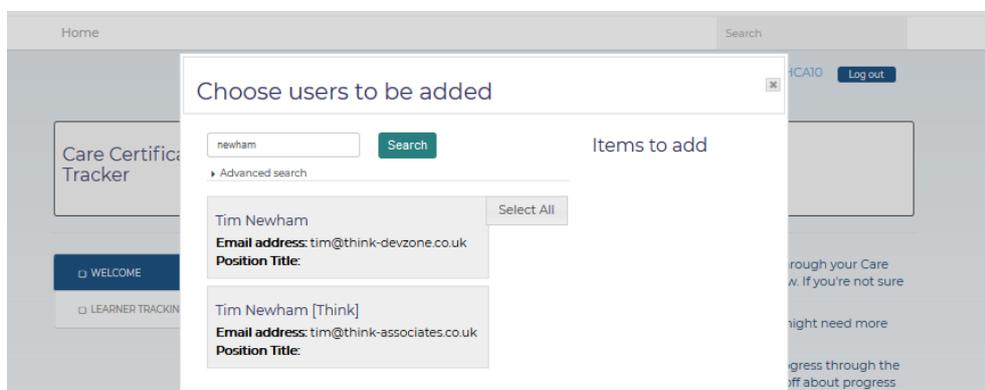
Save as Draft Next

Start by clicking "Select users", and you'll see the page overleaf.

Here, you need to find your assessor and add them to your Care Certificate tracker.



Click in the “search by name” box and type in your assessor’s name, then click “Search”. You’ll see a list of all matching names in LEAP, e.g.:



Click on the correct name and it'll appear under the “Items to add” part of the page. Then click “Save” at the bottom of the page. You’ll see your assessor added to your Care Certificate tracker:

Care Certificate Tracker

□ WELCOME

□ LEARNER TRACKING PAGE

Welcome to the care certificate tracking page! We use this to manage progress through your Care Certificate programme. To start, please select your assessor using the button below. If you're not sure who your assessor is, please ask your manager.

Please also tell us whether you have any special circumstances which mean you might need more than the standard 3 months to complete. For example, if you work part time.

You can then move to page 2 of this form. Here, you can optionally record your progress through the main stages of the Care Certificate (though your Assessor will have the final sign-off about progress and overall completion). You and your assessor can also add notes at any time.

▼ Please select your assessor

Select users

Current Selection

Tim Newham [Think]

Email address: tim@think-associates.co.uk

Do you work part time?

Your answer No
 Yes

Are there any special circumstances your assessor should be aware of?

Your answer

Have you received your Practice Assessment Document (PAD)?

Your answer No
 Yes

Save as Draft

Next

If you make a mistake, or need to change your assessor, you can repeat that process of “Select users” to change your selection.

Now fill in the rest of this page and click “Next”. You’ll be automatically taken to page 2 of the tracker. You can come back to either page if you need to, at any time before your Care Certificate is signed off, and update information over time.

(see overleaf)

This second page is for you to enter key progress dates: the date when you completed induction, and the date when you completed your Practice Assessment document. You don't have to enter these dates, as it's your assessor's responsibility to record these, but you can help your assessor by putting dates in here.

Care Certificate Tracker

WELCOME

LEARNER TRACKING PAGE

You can optionally enter dates below, as you complete activities. These dates would automatically be added to your Assessor's tracking page, and then your Assessor can review and update if necessary.

If you enter dates here, your Assessor will receive an email telling them about the update you've made.

What date did you complete Corporate and HCA Induction Week?

Your answer

What date did you complete your Practice Assessment Document?

Your answer

This is your outstanding mandatory training. Please note it all needs to be completed before you can receive your Care Certificate

Certification	Status	Link to certification
Equality & Diversity [Once]	⚠ Expired	Go to certification
Infection Control (Clinical) [2 Years]	⚠ Expired	Go to certification

[Save as Draft](#)

When you've entered dates, just click "Save as Draft", and that's all you need to do! Your assessor will receive an email when you identify them on page 1, and also if you enter a Practice Assessment date on page 2. Your assessor will be prompted to log in, review your progress and sign it off in LEAP.

This second page also shows your outstanding mandatory training, with links to view and complete the training (the "Go to certification" buttons). These will take you away from the Care Certificate tracking pages to another part of LEAP, but you can easily get back to the tracker by clicking the "Care Certificate" panel on your LEAP homepage, then clicking "Go" from the Care Certificate tracking page as shown here:

Completed

None recorded yet

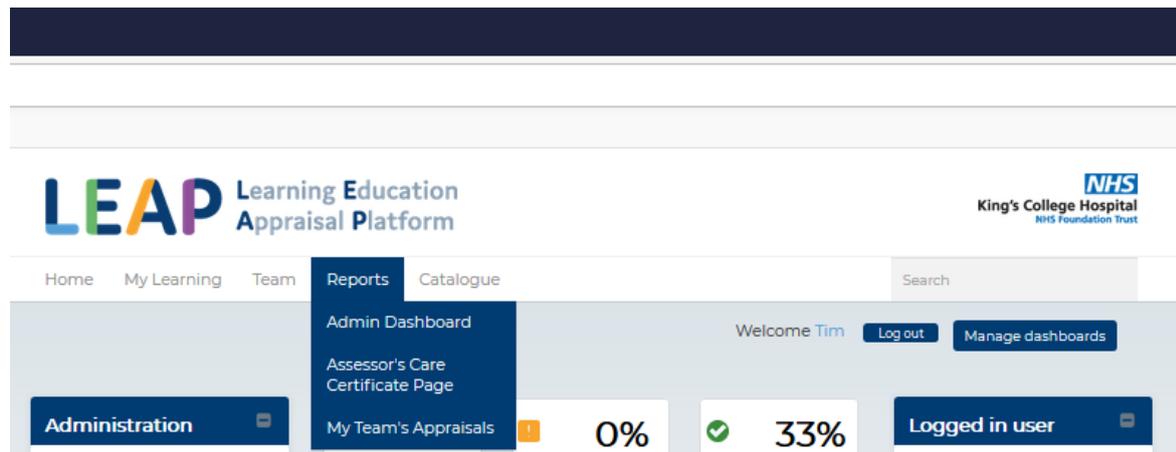
Care Certificate Tracking

Assessor name	Go to Form	Form is...
Tim Newham [Think]	Go	In progress

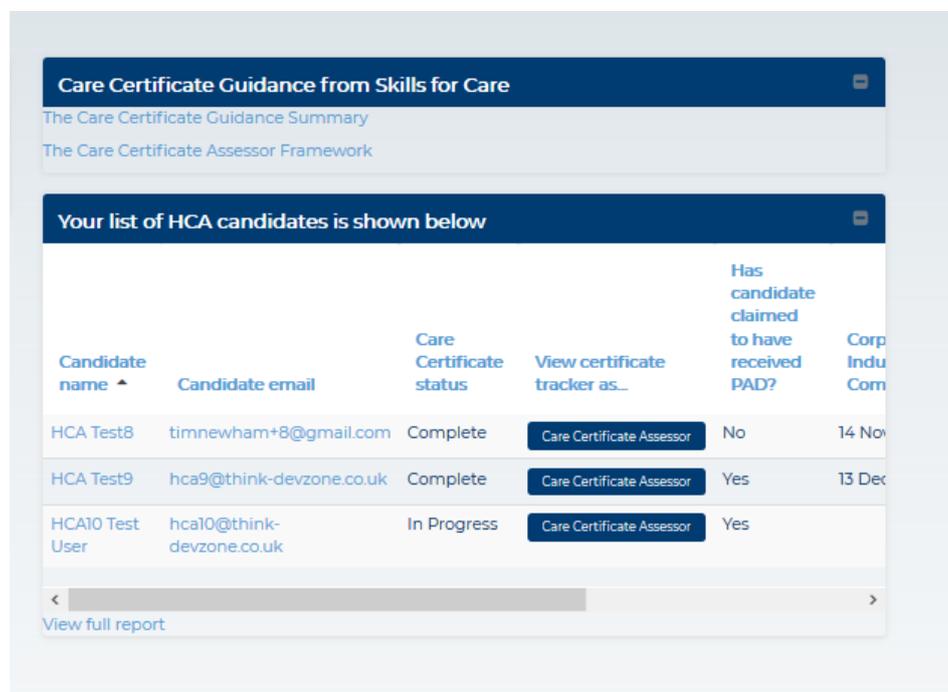
Part 2: Guide for Assessors

When you are identified as an assessor by a Care Certificate candidate, you will receive an email with information about what to do to record their progress. LEAP is a light-touch tracking tool; all you'll need to do is enter 2 dates and confirm that the candidate has completed everything, then sign off the form electronically.

To view your candidates' progress, log into LEAP, click "Reports" from the top menu of LEAP and then "Assessor's Care Certificate Page" (don't worry if you don't see the other items listed in the screenshot here)



Click "Assessor's Care Certificate Page" and you'll see this page:



The documents linked at the top of the page are guidance from Skills for Care. Below these documents you'll see a table of the candidates who have identified you as their assessor, and their current progress. You can click "View full report" for a clearer view of this table (shown overleaf).

Care Certificate - Assessors report (new): 3 records shown

Show/Hide Columns

Candidate name ^	Candidate email	Care Certificate status	View certificate tracker as...	Has candidate claimed to have received PAD?	Corporate/HCA Induction Completed	Practice Assessment Document Completed	Care Certificate sign-off date
HCA Test8	timnewham+8@gmail.com	Complete	Care Certificate Assessor	No	14 Nov 2018	15 Nov 2018	7 Dec 2018
HCA Test9	hca9@think-devzone.co.uk	Complete	Care Certificate Assessor	Yes	13 Dec 2018	21 Dec 2018	20 Dec 2018
HCA10 Test User	hca10@think-devzone.co.uk	In Progress	Care Certificate Assessor	Yes			

To view and update a record, click the blue “Care Certificate Assessor” button against the relevant row to see this:

Care Certificate Tracking

Job assignment linked to this workflow:

- Unnamed job assignment (ID: 1)

Care Certificate Tracker

[Start](#)

Click Start to be taken to the candidate’s tracking information (overleaf)

You are viewing HCA10 Test User's record.

Care Certificate Tracker

Download PDF

WELCOME

LEARNER TRACKING PAGE

ASSESSOR TRACKING AND SIGN-OFF PAGE

Welcome to the care certificate tracking page! We use this to manage progress through your Care Certificate programme. To start, please select your assessor using the button below. If you're not sure who your assessor is, please ask your manager.

Please also tell us whether you have any special circumstances which mean you might need more than the standard 3 months to complete. For example, if you work part time.

You can then move to page 2 of this form. Here, you can optionally record your progress through the main stages of the Care Certificate (though your Assessor will have the final sign-off about progress and overall completion). You and your assessor can also add notes at any time.

Please select your assessor

Current Selection

Tim Newham [Think]

Email address: tim@think-associates.co.uk

Do you work part time?



No

Learner's answer

Are there any special circumstances your assessor should be aware of?



None

Learner's answer

Have you received your Practice Assessment Document (PAD)?



Yes

Learner's answer

You'll see page 1 by default. You can view, but not edit, their information on page 1 and page 2.

(If you have been identified incorrectly as the assessor, please contact the candidate and ask them to log into their Care Certificate page and select a different user from page 1)

Click the tabs on the left of the page to move to page 2 (Learning Tracking Page) and the important page 3 which is for your use (Assessor Tracking and Sign-off page).

This is your assessor tracking and signoff page:

There are required fields in this form marked *.

Please use this page to formally record progress for your Care Certificate candidate. The candidate won't receive any email alerts when you enter dates. The candidate will receive an email when you sign off the whole form using the button towards the bottom of this page.

For reference, the candidate's name and start date are also shown below. Normally we expect candidates to complete their care certificate within 3 months of starting at King's.

User full name HCA10 Test User

Person Hire Date Date not set

Corporate/HCA Induction Completed (date)

Your answer* No date selected 

Practice Assessment Document Completed (date)

Your answer* No date selected 

I confirm that all mandatory training has been completed for this candidate

Your answer* No - stop and ensure completion before signing off
 Yes

Please add any final notes. These will also be emailed to the candidate

Your answer

Please click the "Sign Off" button below, once you're happy that the Care Certificate process has been completed.

This includes you ensuring that:

- corporate induction has been attended,
- that all mandatory face to face and e-learning has been completed,
- that the Practice Assessment Document is fully completed by the HCA and their assessor.

Please note that "Sign Off" will make this form uneditable.

Notes

You can record any additional notes here.

Add note

On this page you'll see the full name and hire date of the candidate. The care certificate should generally be completed within 3 months of hire.

You need to enter the dates when the candidate completed their induction, and when they completed their Practice Assessment. You may see dates pre-filled here if the candidate has entered them on their tracking pages. If there are dates here, please check and confirm them.

Please then check the candidate's mandatory training. If all has been completed, click "Yes".

The section "Please add any final notes, these will also be emailed to the candidate" is optional. Whatever you write here will be sent in an email to the candidate.

Your final important task is to click the light blue "Sign off" button when you're happy that everything is completed. This will record the Care Certificate as completed in LEAP, and start separate organisational processes around the award of a formal Certificate to be presented at the next celebration ceremony.

The very bottom of the page, below the sign off button, is for you to record any notes in the future. You can come back and add notes at any time, here (even after the form is signed off). Once signed off, the rest of the form will be made un-editable.

If you have any questions about the Care Certificate process,

please contact kch-tr.care.certificate@nhs.net