Application received for Essential Skills Course handbook. Care Certificate assessor and mentor guidance documents emailed out to course participants.

HCA forwards documents to manager and designated mentor.

Day 1 of course: Assessor Document and Care Certificate workbook allocated to HCAs to be consulted during course. Lecturers will give guidance on how the HCA can provide evidence to meet the standards.

A simulated learning experience will provide a holistic care opportunity. Mentors are invited to provide written evidence of skill acquisition and development. Role players will also provide the participants with written feedback to include in learning portfolio.

Reflective accounts, completion of quizzes and peer review documentation are provided to populate a portfolio of learning. Learning management system provides access to training videos and other resources which can be accessed by assessors and HCA participants to promote discussion.