

Care Certificate *progress log, mapping and sign-off document*

Standard Number: 14

Standard Title: Handling Information

Document guidance

This document provides an overview of the outcomes and assessment criteria for Standard 14: Handling Information. It identifies the criteria within the Standard that should have been achieved upon successful completion of the underpinning knowledge within the Care Certificate workbook. Employees must demonstrate their competence in practice in order to fully achieve this Standard of the Care Certificate.

This progress log and sign-off document should be completed jointly by the employee and the manager/supervisor/assessor to confirm that all outcomes and criteria have been achieved in practice in the work setting. Supplementary evidence can be attached to demonstrate achievement and it is suggested to do so as good practice.

This document also provides an outline of the suggested mapping of outcomes and criteria within Standard 14: Handling Information of the Care Certificate to the recommended Qualifications and Credit Framework (QCF) unit, the National Minimum Training Standards for Healthcare Support Workers and Adult Social Care Workers in England and the Common Induction Standards. This document does not necessarily indicate direct mapping of criteria and therefore assessors and/or managers should ensure they follow the guidance below. Please note that when the term assessor is used throughout this document this could be the manager, supervisor or assessor and will be decided by the employing organisation.

This document should always be used in conjunction with the guidance provided in the Care Certificate Framework Technical Document.

Guidance for assessors

Assessors must ensure that the learner has produced evidence for each assessment criterion that is valid, authentic, reliable, current and sufficient. Therefore assessors **must not assume** that if the mapping document indicates a criterion could have already been achieved, the mapped criteria within the QCF unit should automatically be awarded. Learners and assessors are responsible for ensuring that the outcomes and criteria within the QCF unit and standards below have been achieved to the required standard. For reference, within the column that refers to coverage of the relevant QCF unit, a **P** indicates that the Care Certificate criteria provides partial coverage of the relevant criteria within the QCF unit, whereas an **F** indicates full coverage.

The **Assessment method used** column is included to allow assessors to provide evidence of the type of assessment method that has been used to assess the Care Certificate criteria. This is likely to be noted as the Care Certificate Workbook; however, further evidence could include professional discussion, observation, question and answer, e-learning, witness testimony etc. This column can also be completed to evidence competence using these example assessment methods.

The **Evidence location** column is included to provide a clear signpost to where the learner's evidence can be found. This may be within a portfolio of evidence, a continued professional development (CPD) file or electronically via e-learning or e-portfolio.

Unit number	Unit title	Level	Credit
J/601/8142	Handle information in health and social care settings	2	1

Care Certificate Standard 14 Outcome	Care Certificate Standard 14 Criteria	Knowledge/ Competence	Question within workbook	QCF unit: Handle information in health and social care settings P = Partial F = Full	National Minimum Training Standards: Standard 9 – handling information	Common Induction Standards: Standard 1 – Role of the health and social care worker	Assessment method used	Evidence location	Sign-off initials	Date
14.1 Handle information	14.1a Describe the agreed ways of working and legislation regarding the recording, storing and sharing of information	K	14.1a	AC1.1 – P	9.1.1	4.1				
	14.1b Explain why it is important to have secure systems for recording, storing and sharing information	K	14.1b part i 14.1b part ii	AC1.2 – F	9.1.2	4.2				
	14.1c Demonstrate how to keep records that are up to date, complete, accurate and legible	C		AC3.1 – F	9.1.3	4.3				
	14.1d Explain how, and to whom, to report if they become aware that agreed ways of working have not been followed	K	14.1d part i 14.1d part ii	AC2.2 – P	9.1.4	4.4				

Declaration of completion

I confirm that the evidence provided by the employee meets the full requirements for **Standard 14: Handling Information of the Care Certificate**.

Employee signature:

Name of assessor*:

Assessor* signature:

Completion date:

*The Assessor can be your Manager, Supervisor or someone else authorised by your employing organisation. This individual provides confirmation that all learning outcomes and assessment criteria for the Care Certificate standard identified above have been completed and signed off by an authorising person.