

Core skills in social care

Developing the English, number, digital and employability skills of social care workers



Everyone working in adult social care needs English, number, digital and employability skills including; problem solving, working responsibly, working with others and managing own learning and development. Together these are known as core skills.

Having the right core skills will ensure social care workers:

- provide high quality care and support
- have the ability to complete qualifications and training, including the Care Certificate and other health and social care qualifications
- meet sector standards, including CQC requirements and the Social Care Commitment.

We've got resources to help you ensure you and your staff have the right core skills.

All resources are available to download from www.skillsforcare.org.uk/coreskills

What are core skills?

English skills

include the ability to:

- read
- write
- speak
- listen.

They can be used to:

- communicate with people
- write a care plan
- read and follow a risk assessment
- report an incident or accident.



Number skills

include the ability to:

- do calculations
- record numbers
- understand measurements
- use timetables and plan work.

They can be used to:

- record fluid intake and outputs
- count medication
- measure and record weight
- calculate staff wages.



Digital skills

include the ability to:

- find and store digital information
- share personal data digitally
- use digital technology with people using services
- make use of e:learning.

They can be used to:

- update digital handover notes
- use remote monitoring systems
- use assistive technologies.



Employability skills

include the ability to:

- problem solve
- work with others
- plan own learning and development
- manage own health and well being.

They can be used to:

- prioritise work loads
- manage work life balance
- respond well to challenging behaviour
- adapt to changing demands at work.



Why are core skills important?

Core skills are crucial to ensure your staff provide high quality care and support.

The impact of poorly developed core skills at work could mean they:

- struggle to read and understand procedures and policies
- are unable to communicate with people who need care and support
- don't always take accurate measurements or readings leading to mistakes
- are unable to write clearly and accurately when completing care plans, leaving handover notes or filling in charts
- cannot make best use of information and resources available on the internet
- find it difficult to achieve vocational qualifications.

Resources to help you

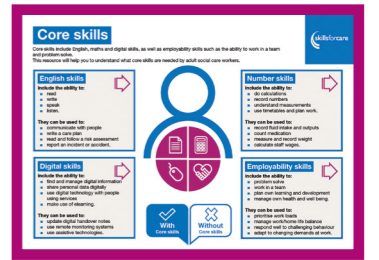
We have a range of resources to help you develop the core skills of you and your staff.

What are core skills?

What are core skills in social care?

What are core skills in social care explains what core skills are, why they are important, and which core skills are needed in the social care workplace.

www.skillsforcare.org.uk/whatarecoreskills

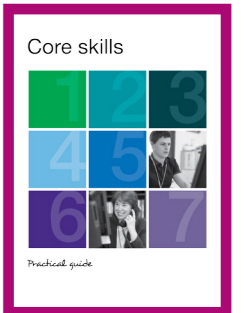


Core skills for managers

Core skills: practical guide

The core skills practical guide offers practical advice for managers and team leaders on developing the core skills of their workers. It also explains what core skills are and why they are so important.

www.skillsforcare.org.uk/coreskillspractical

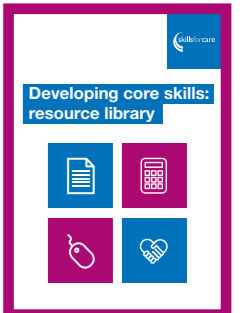


Developing core skills

Developing core skills: resource library

The developing core skills resource library lists a range of resources from Skills for Care and other sources, to support the development of English, number, digital and employability skills. It provides links to free guidance, advice and practical resources.

www.skillsforcare.org.uk/developingcoreskills



Learning through Work series

The Learning through Work series is a collection of seven pocket sized booklets that develop the communication and number skills of social care workers. They focus on the core skills that people require to work in social care.

The booklets cover:

- reporting and other care work writing
- writing skills for care workers
- using numbers in care work
- number skills for care workers
- talking about how much, how often
- talking about bodily functions
- physical health



You can purchase the booklets from our bookshop: www.skillsforcare.org.uk/bookshop



twitter.com/skillsforcare



facebook.com/skillsforcare



linkedin.com/company/skills-for-care

Skills for Care
West Gate
6 Grace Street
Leeds
LS1 2RP

T: 0113 245 1716

E: info@skillsforcare.org.uk

skillsforcare.org.uk