

## Using the core skills learning activities

These core skills activities help you decide whether the person has the core skills they need to work safely and meet quality standards.

They include English, number, digital and employability skills.

### How long do they take?

About 10-15 minutes to complete and then time to review and assess.

### How can I use the core skills activities?

The activities can be used in a number of different situations.

**Recruitment:** you could use them as part of your recruitment process to assess an individual's core skills.

**Induction, supervision & appraisal:** you could use them as part of an individual's learning needs analysis, and ongoing development. There are also lots of Skills for Care's resources to help you address any skills gaps.

**Ongoing learning:** there is also a series of learning activities to further develop core skills. These relate to key aspects of the job and address core skills including team work, following policies and procedures and managing relationships at work.

### How do they work?

The learner is given a scenario and is asked to answer related questions or tasks based on the scenario, to assess particular core skills.

The manager/ assessor will then go through the task with the learner and assess their core skills.

### What's the procedure?

- Pick the core skills activities you would like the person to complete. Think about the skills they will need for their role and tasks they might complete.
- Give the person a moment to review the activity.
- Check that the person understands what they have to do and ask if they have any questions.
- Give them the agreed amount of time to do the activity and let them get on with it.
- When the time is up, collect what they have done and review it. There is an assessment sheet for each core skill which tells assessor what to look out for.

- Discuss the activity with the person and offer them feedback.
- Agree a set of actions if the learner requires further core skills development. This could include training, mentoring or shadowing a colleague. There are also lots of Skills for Care's resources which can help.

## What core skills activities are available?

### English skills

#### Activities for learners

- Confidentiality in social care
- Safeguarding in social care
- Writing social care plans
- Discussing and reporting incidents

#### Guidance for supervisor or manager to assess English skills

- Managers assessment: English skills

### Number skills

#### Activities for learners

- Filling in charts
- Counting medication
- Completing time sheets

#### Guidance for supervisor or manager to assess number skills

- Managers assessment: number skills

### Digital skills

#### Activities for learners

- Planning a trip out using the internet
- Using a word document
- How often do you use digital technology at work and outside of work?

#### Guidance for supervisor or manager to assess digital skills

- Managers assessment: digital skills

## **Other learning activities**

We've also developed a set of additional learning activities to help you assess and develop core skills further.

These require learners to reflect on their own experiences so would be better suited to someone already in the role.

They address employability skills such as team work, understanding policies and procedures and problem solving, as well as English and communication skills.

- Dealing with an unreliable colleague
- Dealing with complaints
- Dealing with conflicts with colleagues
- Discussing partnership working in a team meeting
- Partnership working in social care
- Managing your own health and wellbeing
- Understanding abuse and neglect
- Understanding agreed ways of working
- Understanding values in social care

## **Reflecting on learning**

It's important you and the learner reflect on the core skills activities to check what they've learnt and identify any further development needed.

After a learner has completed an activity ask them to complete the

- Learner checklist.

You, the employer, should complete the

- Supervisor or manager learning checklist.

Or if you're a learning or training provider delivering training, complete the

- Learning and training provider checklist.