

Training for TOPSS Induction Standards



What is TOPSS England?

TOPSS provides a coherent education and training strategy to underpin the delivery and the development of social work, social care, and related activities.

Our mission is to improve:

- employers' confidence in the competence of their workforce
- employees' confidence in their own knowledge and skills
- service users' confidence in the quality of service they are receiving.

TOPSS is a marriage of two ideas that are central to this government's principles: improvement in social services, and the creation of better skilled workforces. In social care this marriage will be achieved by not only improving the existing training for social workers and care staff, but by extending that training to include those who are currently unqualified in their work, and by predicting skills needed for future service demands. England has a 1 million-strong social care workforce - about 5 per cent of the entire working population - but around 80 per cent of them have no qualifications for their work - although many are highly competent.

A National Training Organisation

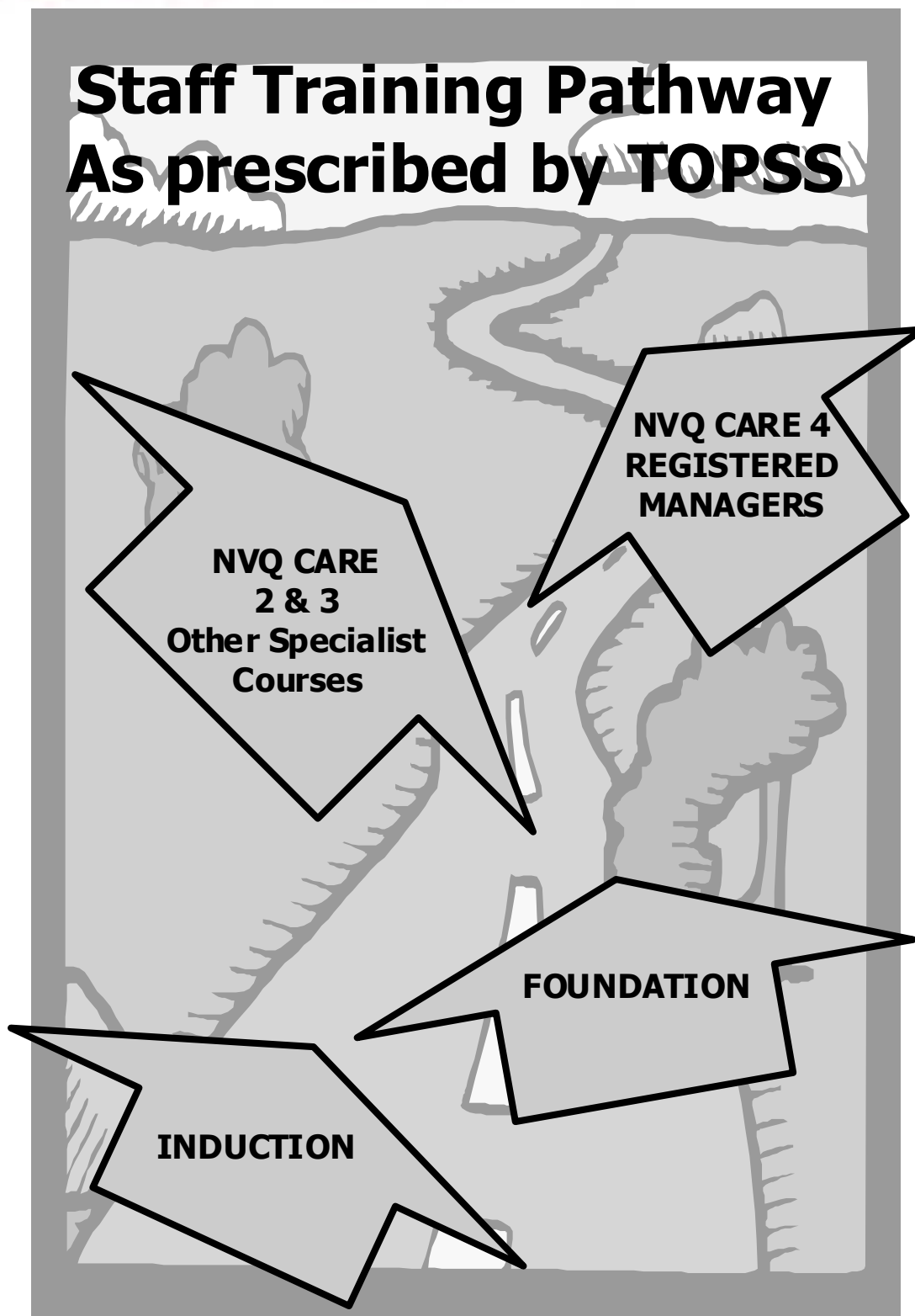
TOPSS is licensed by the Secretary of State for Education and Skills as a National Training Organisation, to take responsibility for the overall coherence of training and education in the social care sector. As an NTO, TOPSS is led by the employers - not only the 150 local authority social services departments, but also some 25,000 private and voluntary sector bodies. It is the employers, ultimately, who implement social care work policy and decide day-to-day priorities, so the supply of trained and qualified staff must meet the employers' requirements. Their view is complemented among the membership of TOPSS England by representatives of professional associations, trades unions, training providers and, of course, the voice of service users themselves.

Details taken from their website—www.topss.org.uk



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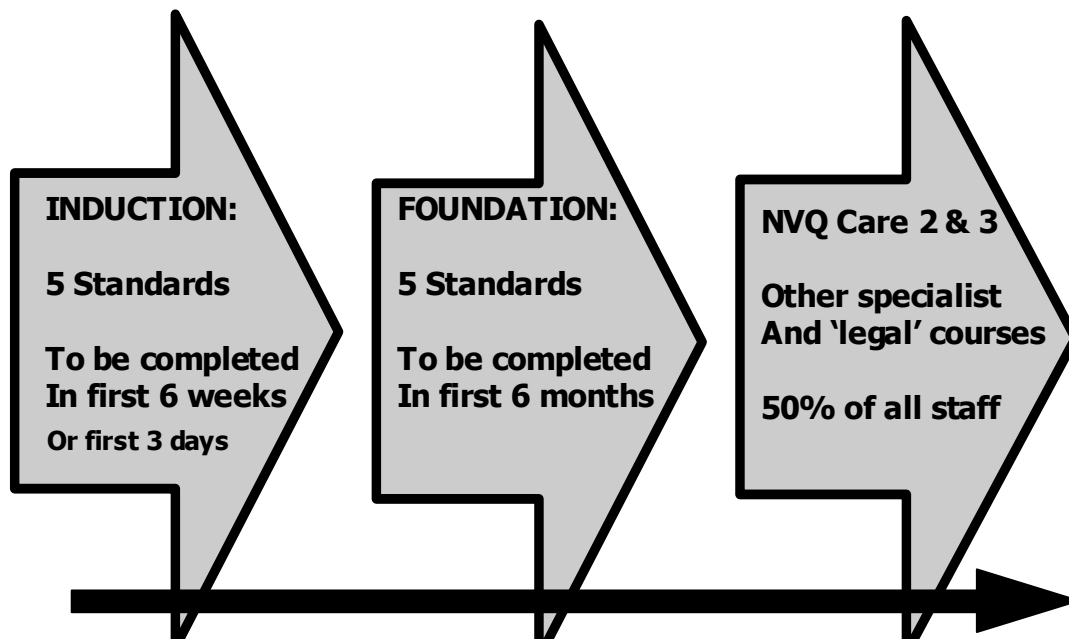
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The Care Standards Act 2000

The recently published Care Standards Act has some far reaching implications for training in the Care/Nursing sector. In fact it applies to a wide range of settings and various client groups.

The STAFF TRAINING PATHWAY as shown on the previous page gives an overall view of the increasing training requirements being placed on the "Registered Manager".

For most staff it falls into 3 categories, each of which have clearly stated standards and time frames for completion. The diagram below illustrates this: Full details follow in this paper and have been obtained from two major sources:



Evidence from Induction and Foundation can be used (APL'd) towards NVQ

Care Standards Act 2000. Mainly from paragraphs 27,28,29 and 30 which refer to Staff Compliment, Qualifications, Recruitment and Staff Training. Full copy can be obtained from www.doh.gov.uk or through HMSO.

Training Organisation for Personal Social Services—TOPSS. Their website address is www.topss.org.uk or at TOPSS England, Albion Court, 5 Albion Place, Leeds LS1 6JP. We advise you to keep in touch with both sites for future developments, however as a Regis customer we will always try to advise you on any changes that impinge on your training requirements.



Training for TOPSS Induction Standards



1. **INDUCTION: - to occur within the first 6 weeks of staff recruitment, or first 3 days**

There is a list of 5 'Areas of Competence'/Standards

- o Understanding the principles of Care
- o Understand the organisation and the worker role
- o Understand the experiences and the particular needs of the Service User Groups
- o Maintain Safety at Work
- o Understand the effects of the service setting on service provision.

In addition there would be the natural induction to the organisation/clients/ staff team. It also contains some specific training requirements such as Moving and Handling, Food Hygiene, First Aid etc.

It would appear that applying these INDUCTION STANDARDS is very much the responsibility of the 'Home Manager'. They will have to ensure that they are met, **and provide evidence that each staff member meets the stated learning requirements within their first 6 weeks of employment, or for domiciliary care 3 days.**

It is also expected that before the Induction stage begins, part of the recruitment requirements will entail at least two written references and a police check. This will inevitably slow down the process of staff employment, some of the checks will also apply to volunteers.

Further recommendations will appear regarding the type of activities that can be carried out by staff during the Induction period, whether they need to be closely supervised or can work alone. This will obviously have an effect on staffing ratios and on domiciliary care and small residential units in particular.

The registered manager will be required to show evidence that staff have been offered "training" in the FIVE required areas and understand the requirements made on them.

2. **FOUNDATION PROGRAMME – to be completed within the first 6 months of staff recruitment. (as specified by TOPSS)**

Once again there is a list of 5 'Areas of Competence'/Standards. It will be noted that these are an extension of the INDUCTION STANDARDS and have an even closer link to NVQs in Care.

The FOUNDATION STANDARDS are:

- o Understand how to apply the Value Base of Care
- o Communicate effectively
- o Develop as a worker
- o Recognise and respond to abuse and neglect
- o Understand the experiences and particular needs of the individuals using the service.