

# PROBATIONARY PERIOD AND CARE CERTIFICATE PROCESS 2021

**START DATE**  
**CARE CERTIFICATE ENROLMENT**  
 The care certificate must be completed within 12 weeks/3 months from the start date.  
 There are two parts to the Care Certificate:  
**Knowledge** (completed either on-line or through workbooks)  
 &  
**Practice** (for which there is an assessment of practice)  
 MANAGERS are responsible for assessment of practice  
**LOCAL INDUCTION**  
**MANAGER ASSIGN MENTOR**  
 New staff will be booked on induction webinar and e-learning as standard

**1 month**  
 Meeting/Supervision  
 Check Care Certificate progress  
 Check training attendance and complete training matrix

**2 months**  
 Meeting/Supervision  
 Check Care Certificate progress  
 Check training attendance and complete training matrix  
 Set target date for 1 month to complete - plan observation of practice

**3 months**  
 Meeting/Supervision  
 ASSESSMENT OF PRACTICE  
 SIGN OFF CARE CERT  
 if not complete, offer support/guidance and set targets for completion and monitor.

**END OF PROBATIONARY PERIOD**  
 Sign off probationary period  
 Complete probationary period paperwork and send through to HR

