CareSync EXPERTS

# Care Certificate Tracker

One sheet per new starter. Record when the knowledge for each standard was covered and when the skills were observed in real work. Keep it in the staff file with the evidence.

Worker: Start date: Assessor(s): Registered manager:

| No. | Standard | Outcomes | Knowledge covered (date) | Observed at work (date) | Assessor initials |
|---|---|---|---|---|---|
| 1 | Understand your role | 4 | | | |
| 2 | Your personal development | 2 | | | |
| 3 | Duty of care | 5 | | | |
| 4 | Equality, diversity, inclusion and human rights | 3 | | | |
| 5 | Work in a person-centred way | 8 | | | |
| 6 | Communication | 6 | | | |
| 7 | Privacy and dignity | 6 | | | |
| 8 | Fluids and nutrition | 3 | | | |
| 9 | Awareness of mental health and dementia | 5 | | | |
| 10 | Adult safeguarding | 4 | | | |
| 11 | Safeguarding children | 1 | | | |
| 12 | Basic life support | 1 | | | |
| 13 | Health and safety | 9 | | | |
| 14 | Handling information | 1 | | | |
| 15 | Infection prevention and control | 1 | | | |
| 16 | Awareness of learning disability and autism New 2025 | 1 | | | |

**Good to know**

Outcomes that ask the worker to show, use or demonstrate something must be observed in real work. Simulation only where the standards allow it, such as basic life support.

eLearning without assessment, or a certificate of attendance, is not evidence. eLearning alone cannot achieve the standards.

Keep direct supervision until the worker is assessed as safe.

**Sign-off** when all 16 standards are met. Use the national certificate template. External training providers must not sign it.

Registered manager signature

Date certificate issued

Standards from Care Certificate standards Updated 2025 (Skills for Care), checked 21 October 2026. Outcome counts are ours. General information, not legal advice.