





the Friday afternoon, First Aid awareness is completed [this is office based at County Hall].

To complete the Care Certificate, the Shared Lives Team need to sign off competencies, which require you to show practical examples of competencies. This can be achieved by shadowing in a care setting, visiting an existing Shared Lives provider or supporting an Individual who requires support in your home etc. [Observation booklet]

Towards the end of the Care Certificate training program, a professional discussion between you and a qualified assessor will take place to review work completed, this will usually take around 45 minutes.

For

Discussion with you will take place about Shared Lives Provider networking. It is important to develop a full understanding of the role of a Shared Lives provider and establish peer support. To achieve this, the Shared Lives Worker will organise contact between you and an experienced provider. This may also help with completing any competences.

Approval Paperwork explained and discussed, and left with you to complete unless you would prefer that it is emailed to you-

Community Network Map

Day in the life [one each if joint application]

Personal profile [one each if joint application]

- left to complete.

Mortgage or landlord approval form with supporting letter if required.

If agreed, Shared Lives worker to email to you -  
Community Network Map, Day in the life, Personal profile, Mortgage, or landlord agreement forms with supporting letter if required and MRF1 Form.  
Please retur



Care certificate 5-day training dates shared, and dates of attendance agreed.

Shared Lives worker b

If applicable, Shared Lives worker to collect evidence of prior learning from you, to be shared with the Learning and Development team.

Shared Lives worker will discuss the plan for the completion of competency observations.

Shared Lives worker will request an update on networking with a current Shared Lives Provider, they will support/ offer guidance if this has not taken place.

current Shared Directories

**This outlines the general process for approval of Shared Lives provider[s], although there will be occasions when the assessor [Shared Lives worker] may identify the need for additional input or may have concerns and identify gaps in the application process. Should this happen the Shared Lives worker will act promptly and discuss any issues with the Shared Lives manager to agree actions.**

**Any concerns need to be acted upon quickly, as they can delay or terminate the approval process.**

**Any concerns or difficulties will be shared with you to ensure appropriate action.**

Helpful tips to ensure that you are prepared to join the online Care Certificate sessions.

Once you are booked onto the Care Certificate download the Teams App on the device you will be using.

Use your email address to set up this will set up a calendar for you.

You will receive several invites to join the Care Certificate sessions via your email.

Accept every invite once accepted, these sessions will automatically appear in your calendar.

To join the sessions, you then click on the relevant session, on the relevant day.