Guidelines for completing the competency matrix:

Please insert the provider name within the box on the "Training Matrix" tab.
Please refer to the "Frequency of refresher training" tab which details the legal requirements for staff to complete refresher training.

For each learning area please can you advise who provides the training (for example; The Grey Matter Group.) Please can you also note if the learning area is completed via e-learning or has an element of e-learning.

In addition, for each learning area, please can you advise how staff competency is assessed. **Please note individual consideration to be given to each learning area.**

Learning Area		**Staff Induction/Care Certificate**	**Managers Training**	**Equality & Diversity**
Please state who provides the training and if it is e-learning		**Grey Matter**		**In House**
Please provide details of how staff competency is assessed to ensure staff are competent in each learning area.		Ongoing assessments through care certificate completion. Spot checks. Supervisions. Competency checks.		Feedback from residents, relatives, associated professionals. Spot checks

For each staff member employed, please complete their name and position held details. It is really important that the position the staff member holds is listed so we can detemine the training that they may require. Please can you also include the start date of their employment with the provider. Please note that if this staff member has transferred between services we require the start date of their initial employment.

Learning Area		**Staff member start date**	**Staff Induction/Care Certificate**	**Managers Training**
Staff Name	**Position**	**Date**	**Date**	**Date**
J Bloggs	**RGN**	**01/10/2006**		
A Smith	**Kitchen Assistant**	**18/09/2016**		

Legally Required Training and Competencies for all Care Staff

Learning Area		Staff Induction/Care Certificate	Managers Training	Equality & Diversity	Dignity	Person Centred Care	Communciation	Recording and Recording	Nutrition and Hydration	H&S Awareness	Moving Objects	Moving & Transferring People	Infection Control	First Aid	Food Hygiene	Fire	Mental Capacity Act and Deprivation of Liberty	Medication Management	Safeguarding Adults Responding to concerns: Level 2	Safeguarding Adults	Safeguarding Children	Positive Behaviour Support & Non-Restrictive Practice	Pressure Ulcer Prevention
Frequency of refresher training		All staff, 12 week training for new staff in line with the Care Act 2014 and Care Certificate	Please state which management qualifications or management training/induction, the manager has undertaken	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner	Assess competency at least annually. Recommended by the HSE to refresh training annually. Required by law to be repeated periodically or when risks change.	Assess competency at least annually. Recommended by the HSE to refresh training annually. Required by law to be repeated periodically or when risks change.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner	Refresh at least every three years to be recognised as competent. HSE's First aid at work: Guidance on Regulations recommends First Aid training is refreshed annually. NSC requires competency is assessed annually.	Relevant for care staff who prepare food. Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner	Refresh when a new risk is introduced. BS 9999:2008 Code of practice for fire safety in the design, management and use of buildings ' recommends training is refreshed at least annually. NSC requires competency is assessed annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. NICE guideline SC1, 'Managing medicines in care homes', recommends learning is refreshed at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner	Complete within 6 months of employment. Assess competency at least annually. Good practice to refresh training annually.	All staff during Induction. NSC requirement to complete comprehensive training within 6 months of employment. Good pratice to update every 3 years	Complete within 6 months of employment. Assess competency at least annually. Good practice to refresh training annually.	Assess competency at least annually. A Positive and Proactive Workforce and Ensuring quality services recommend learning is refreshed at least annually. This could be assessed as part of the MCA refresher.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.

Service Specific

Learning Area	Child Sexual Exploitation	Dementia Awareness	Autism	Positive Behaviour Management	Substance Mis use Awareness	Learning Disability Awareness	Mental Health Awareness	Sensory Impairment	HIV Awareness	Diabetes	Catheter & Stoma care	Stroke Awareness	Pressure Care / Wound Management Tissue Viability	End of Life Care / Planning	Bereavment and care of the dying Level 1	Advanced care planning	Basic Oxygen therapy, including CPAP & BIPAP machines	Basic Life support	Basic introduction to Tracheotomy care	Advanced Tracheotomy care	Oropharyngeal suctioning	Peg feeding	Vena Puncture	Syringe Drivers	Subcutaneous Fluids	Rectal & Oral Diazepam	QCF / NVQ Level 2	QCF / NVQ Level 3	LDQ 2	LDQ 3	QCF / NVQ Level 4	QCF / NVQ Level 5
Frequency of refresher training	This training is considered best practice for Providers of services for children (0-17 years). Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.	Assess competency at least annually. Good Practice to refresh every 3 years, unless a staff member requires the training sooner or there are changes to legislation.						

NSC Staff Competency Matrix for Care Providers

Provider Name	

| Legally Required Training and Competencies for all Care Staff | | |