



# Rewarding & Retaining Adult Care Staff while tracking professional development



## THE PROCESS

### 1 Visit us

Visit [www.careprofessional.co.uk](http://www.careprofessional.co.uk) for more information on the Care Professional Academy, and click the 'Sign-Up Now!' button at the top of the page.

### 2 Registration

Follow the on-screen instructions and fill out your details, including any current employment details.

### 3 Confirmation & activation



Once you have submitted your initial registration, you will be sent an email to verify your account and can access your portal straight away!

We will review your registration to ensure you qualify as an Academy Affiliate and will send you a confirmation as soon as your application is successful.



**The Care Professional Academy reserve the right to deny the application of those who's local authority or employer are not signed up to the Academy.**

### 4 Adding your certificates

Once you have access to your learner profile, you will be able to upload any of your relevant, up-to-date training certificates & qualifications relevant to your role in the Adult Social Care Sector.

- Moving and Handling
- March Network Event
- Personal Safety
- Moving and Handling

You can upload from any device, by taking a photo, scanning, or uploading a file. Your certificates will then be validated by the Academy, and we will let you know as soon as the certificate has been approved via email.

### 5 Updating your profile



From your profile page, you have the option to upload a profile picture, change your employment details, your name, and email address. Simply click the green pencil and make your changes.

### 6 Validation

We will calculate your tier based on the points that have been allocated from your training certificates.

Following certificate validation and on reaching tier 1, you will be welcomed to the Care Professional Academy with an affiliate pack. You will receive this in the post alongside your Academy pin badge!



## 7 Tier confirmation & rewards

The more certificates you upload, the higher the tiers and the more rewards and discounts you will have access to!

*Care Professional Rewards work hard to bring you the best discounts and special deals. New offers are added daily, so don't forget to check the website regularly. There's also 'top offers' each week where some retailers enhance their discounts for 1 week only!*

There is a minimum requirement to upload one certificate a year in order to keep your affiliation with the Academy active. Annual mandatory update training such as Safeguarding, and Moving and Assisting count too!

Follow us on your preferred social media platform **@SocialCareAcad** for up to date information, news & deals.



## 8 Your training passport

Once you have your certificates validated and showing on your profile, you will then be able to **request a PDF copy of each individual certificate** to be sent to the email used to register on the Academy. Alternatively, you can request an email copy of your training passport which will contain a list of all your validated certificates, for your convenience.

**ACCESS YOUR TIER BENEFITS**  
Access your tier specific rewards directly from your portal!

FIRSTNAME SURNAME  
TIER 3  
01/01/2019  
(today's date)

**MY CERTIFICATES**

NAME	TYPE	ACHIEVED	EXPIRES
Care Certificate	HCPA	30 April 2015	30 April 2016
NFO Health and Social Care	Level 1	14 November 2017	N/A
Moving and Positioning	HCPA approved external training provider	02 January 2018	02 January 2020
Level 2 award in Nursing	Full Level 2 qualification	15 June 2018	N/A

Verified by...  
info@careprofessional.co.uk  
www.careprofessional.co.uk  
Academy

## WORKING IN PARTNERSHIP

**The Care Professional Academy** started as a partnership between Hertfordshire Care Providers Association and Adult Care Services at Hertfordshire County Council and was aimed at ensuring the entire care workforce across the county was trained to a professional, best practice standard. The remit has grown, and this is now available for ALL Local Authority areas to participate!

The Academy is now be available to all adult care providers across the entire country from residential services such as nursing homes and care homes, to community organisations such as home care providers who support individuals in their own homes.

This would not be possible if it were not for the various staff powering these organisations, however, it is recognised working in social care is not always seen as attractive. By joining all care professionals as **Academy Affiliates**, we aim to support recruitment and retention and help individuals continue to recognise and grow their knowledge, creating a culture of excellence through continuous learning and development.





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