



**Care Professional Standards Academy**

## **Induction Pack**

If you would like to receive this sample pack for you to print in house then please email us on

[info@careprofessional.co.uk](mailto:info@careprofessional.co.uk)

Congratulations on your role within the Adult Social Care Sector.

Please find below information about a fantastic benefit available to you.

Care Professional Standards Academy is a platform intended to help you manage and track your training and qualifications and to help you aspire to learn more.

Care Professional Standards Academy will work alongside you to ensure standards of care are met by supporting you to reach new goals and achieve a greater set of skills and knowledge. All of which will contribute to you making even more positive changes to the life of someone you support.

As a member of Care Professional Standards Academy, you will gain access to exclusive discounts and cash-back for hundreds of national retailers including John Lewis, Waitrose, Boots, Marks & Spencer, savings on cinema tickets, holiday bookings and much more. We are continually adding to these benefits and will keep you updated.

Signing up and opening the window on some amazing benefits can be done in just 8 easy steps.

**1. Visit Us**

Visit [www.careprofessional.co.uk](http://www.careprofessional.co.uk) and click on the 'Sign Up Now' button.

**2. Registration**

Follow the on-screen instructions and fill out your details.

**3. Confirmation & Activation**

After you have submitted your initial application to register you will receive an email to verify your account and then can access your portal.

**4. Adding your certificate**

Once you have access to your profile, you will be able to upload any relevant, up-to-date certificates from training courses to qualifications that are relevant to the Health & Social Care sector. Simply take a picture of your certificate on your phone and upload!

**5. Updating your profile**

From your profile page you can upload a profile picture and change your personal details. Add more certificates at any time.

**6. Verification**

We will calculate your tier based on the points that have been allocated to your CPD.

**7. Tier Confirmation & Benefits**

Once your certificates have been approved and showing on your profile. Please upload a photo of yourself and request an Academy Affiliate card which can be sent out with a welcome pack. You will also receive information about your tier benefits and how to access them.

**8. Keeping it up to date**

Annually keep uploading certificates in order to have your card renewed and to continue enjoying the many benefits each tier has to offer.

These are some tantalising tasters of what awaits you when you reach the next Tier with Care Professional Standards Academy...

**Tier 1 – The Employment Benefits Program (Discounts and Cashback)**

- Make discounted purchases from any one of over 800 UK retailers including Sainsbury's, Argos, Boots, Marks & Spencer, Tesco and many more
- With Cashback on so many retailers, you can also get Cashback reward on top with retailers such as Groupon, Thomas Cook, Virgin Media and Expedia plus savings on parking at UK airports
- Earn discounts on the high street by buying gift vouchers in advance that you can then spend in-store

**Tier 2 – The Academy Affiliate Travel Club**

- Get great value ticket discounts on local transport, giving you unlimited bus travel
- Get 10% off car and van rentals at over 90 UK locations and convenient rental experience
- Get access to unbeatable Low Price Car Leasing deals
- Great offers and discounts on car and motorbike services and parts including tyres, brakes, exhausts and batteries

**Tier 3 – Even more fantastic discounts with the exclusive student discount card!**

- The student card meets the needs of a Professional Learner audience, which has very different focuses and life requirements compared to a typical student.
- Over 200+ UK discounts and 42,000 worldwide discounts available
- You can become an Academy 'Influencer'

**Tier 4 – Greater the tier, greater the reward!**

- Preferential rates on essential workwear, household items and useful equipment
- 10% off all purchases for bespoke stained-glass products making for the perfect gift
- Massive savings on best-selling day experiences and gifts for affiliates at Tier 4 and higher

**Tier 5 – Special luxury deals and time-limited offers**

- Get discounted membership and receive offers and discounts all year-round on spa days, spa breaks, treatments, hotel stays and also at online retailers for lifestyle products including make-up, skincare, gym and cosmetics
- 15% off amazing experiences, weekends away, hotel stays, special occasions, and gifts!

**More perks coming soon...**

**If you have any questions please do not hesitate to contact us on either [info@careprofessional.co.uk](mailto:info@careprofessional.co.uk) or give us a call on 01707 536020**

## How to register in 8 easy steps!

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### Visit Us

Visit [www.careprofessional.co.uk](http://www.careprofessional.co.uk) for more information and click on 'Sign Up Now' button.

2

### Registration

Follow the on-screen instructions and fill out your details, including current employment and details of training you have attended over the last 12 months.

3

### Confirmation and Activation

After you have submitted your initial application, you will be sent an e-mail to verify your account. Click on the link and you can then access your portal right away!

**Please note:** You must upload a minimum of one days worth of certificate in order to become an affiliate.

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### Adding your certificates

Once you have access to your learner profile, you will be able to upload any of your relevant, certificates from training courses to qualifications relevant to the Health & Social Care sector. Simply take a photo of your certificate on your phone and upload that!

5

### Updating your profile

From your profile page you can upload a profile picture and request your Affiliate card.

6

### Verification

If you meet all of the eligible criteria, we will calculate your tier based on the points that have been allocated to your training and qualifications certificates. Add more certificates at any time.

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### Tier confirmation & Benefits

Once you have certificates approved and showing on your profile. Please upload a photo of yourself and request an Academy Affiliate card which can then be sent out with a welcome pack. You will also receive information about your tier benefits and how to access them.

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### Keeping it up to date

Annually keep uploading certificates in order to have your card renewed and to continue enjoying the many benefits each tier has to offer.

## Step by Step Guide on how to upload a certificate



If you need any support, just call 01707 536020 or e-mail [info@careprofessional.co.uk](mailto:info@careprofessional.co.uk) and we will get back to you.



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## How to register in just a couple easy steps!



1. Visit us on our webpage
2. Registration
3. Confirmation and Activation
4. Adding your certificate
5. Updating your profile
6. Verification
7. Tier confirmation & Benefits
8. Keeping it up to date

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## Step 1: Visit Us!

Visit us at

[www.careprofessional.co.uk](http://www.careprofessional.co.uk)



The screenshot shows the Academy website homepage. At the top, there is a navigation bar with the Academy logo, contact information (info@careprofessional.co.uk), and social media icons. Below the navigation bar, there are links for 'Sign up now!' and 'Access your portal'. The main content area features a large orange banner with the text 'The Academy' and a sub-header 'Demonstrate your professional qualifications and transferable skills to current and future employers. You can also identify potential career pathways based on the range of training opportunities available.' Below this, there is a paragraph describing the Academy's mission and a photo of three people (two staff members and one resident) smiling together.

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## Step 2: Registration



**PERSONAL INFORMATION**

First name\*  Last name\*

Email\*  Phone number\*   
Not your work email address

In which county do you most regularly work?\*

Please note: if unemployed/between jobs, please select the county you are most likely to work in Social Care.

Address line 1\*

Address line 2

City\*

Please use your personal e-mail address and not your business address.

By using your personal e-mail address you will be able to access your passport at any time.

Select the county that you most regularly work.

If you are unable to find your county please contact the Academy Team

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## Step 2: Registration



Address line 1\*

Address line 2

City\*

Post code\*

Date of birth\*

Some of the amazing benefits will require you to login by using your date of birth!

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## Step 2: Registration



### EMPLOYMENT

Are you currently employed? \*

Organisation\*

[Please select] ✓

[I can't find my organisation](#)

Organisation Site name\*

[Please select] ✓

Job title\*

#### Employed/Staffing Agency:

from the drop down box you will be able to search for your employer. If you are unable to find your organisation then you do have the option to enter the name manually.

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## Step 2: Registration



### EDUCATION

Have you done any relevant training within the last 12 months? \*

If you click on YES, a comments box will appear for you to add details about the relevant training.

Please provide details

**The training must be relevant to your role in social care.**

#### Examples:

- Safeguarding Training – yes, it is relevant
- Marketing bachelor degree – yes, however only if your role is within the marketing department in an organisation which provides social care
- Scuba Diving Qualification – no, not relevant

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## Step 2: Registration



### EMAIL PREFERENCES

Select your email preferences\*

- I would like to be kept up to date with offers from Care Professional Standards Academy partners

**Please note:**

You will still receive important emails regarding your account and your tier.

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## Step 2: Registration



### SECURITY

Please create a password you will remember\*

*Password needs to be minimum of 6 characters, include at least one number and one upper case character*

Retype your password\*

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## Step 2: Registration



**AGREEMENT**

I agree to the [Privacy Policy - 2021-09-15](#) \*

I have read and understood the [Terms and Conditions - 2021-09-15](#) \*

*Acceptance onto the Care Professional Standards Academy is subject to the successful submission of at least one certificate relevant to the Social Care sector obtained within the last 12 months and that your application also meets the requirements of our [Terms & Conditions](#).*

I have understood the acceptance statement above \*

I agree that all of the details submitted on this page are true, current and correct to the best of my knowledge \*

I understand my application is subject to verification by the Care Professional Standards Team before being accepted \*

*The Care Professional Standards Academy reserve the right to deny the applications of those who are not meeting the standards set in the [Terms and Conditions](#).*

**Mandatory terms of agreement fields**

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## Step 2: Registration



**SUBMIT YOUR INITIAL APPLICATION TO REGISTER**

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## Step 3: Confirmation and Activation



Registration submitted. Please check your email for confirmation mail.

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## Step 3: Confirmation and Activation



**From:** Care Professional Standards Academy <noreply@careprofessional.co.uk>  
**Sent:** Friday, September 17, 2021 11:32:41 AM  
**To:** >  
**Subject:** Confirm your registration |

Hi

Just a quick note to say a big welcome and an even bigger thank you for beginning the Care Professional Standards Academy application process.

All you need to do now to complete your Academy application is click this link to continue with your registration: <https://careprofessional.smartmembership.net/umbraco/Surface/RegistrationSurface/ConfirmAccount?code=425cd09d-b99a-499f-aa25-efcad049685041f55665-a600-483a-8ef0-1b35726e768f>

Please ensure that you submit **all the relevant certificates** to ensure a prompt review of your application.

It is important to note that the Care Professional Standards Academy treats all applications without prejudice and strives to ensure an **accurate, discrete and prompt** review of your application. We will let you know about the progress of your application soon.

Thanks!

Care Professional Standards Academy Team

To continue your registration you will need to log into your e-mail and click on the link.

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## Step 3: Confirmation and Activation



**THANK YOU**

Thank you for submitting your application, you can now [access your profile](#).

Hertfordshire Care Professional Standards Academy is now reviewing your details and an email on the status of your application will be sent to you within the next 7 working days.

Please note that in order for your application to be complete, you [must upload a certificate](#) for any training or qualifications relevant to the Social Care sector, received within the last 12 months.

[CONTINUE TO MY PROFILE](#)

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## Step 3: Confirmation and Activation



Email:\*

Please enter a user name

Password:\*

Please enter a password

[Not an affiliate? Register here!](#)

Stay signed in on this computer

[SIGN IN](#)

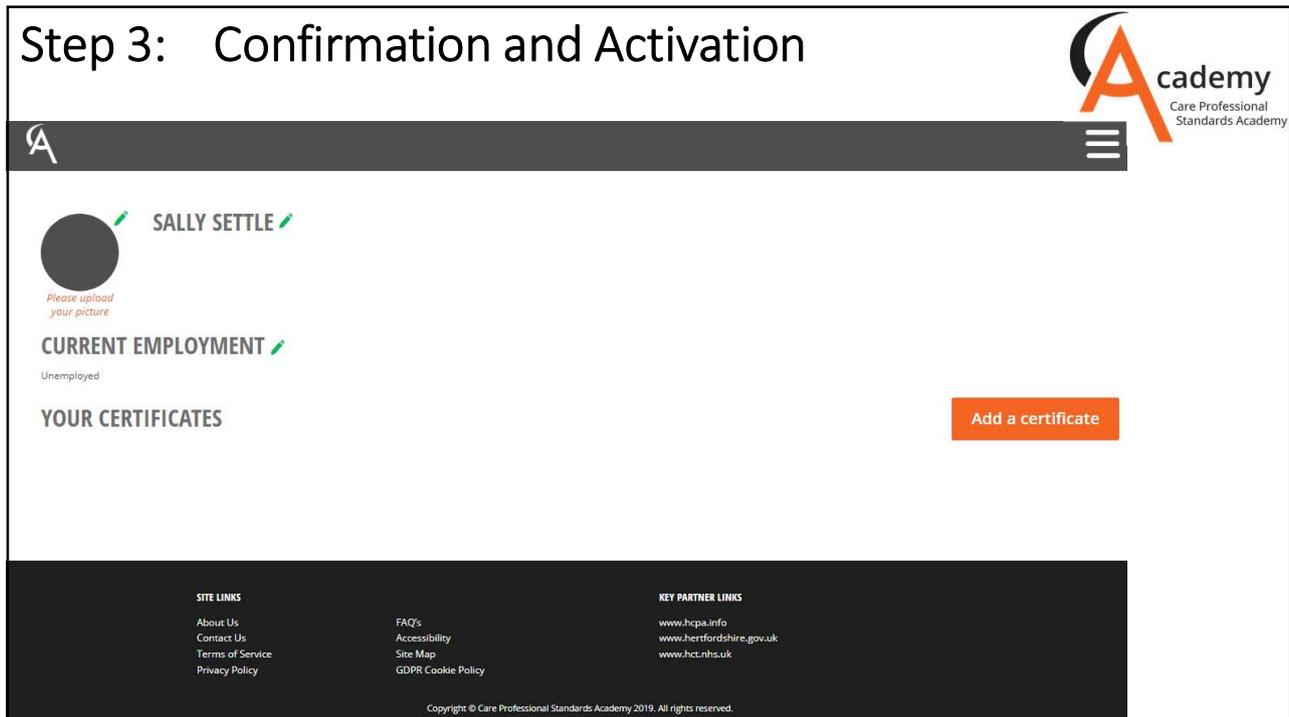
[Forgotten password](#)

Please login to your profile using your e-mail address and password.

Then click on SIGN IN

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## Step 3: Confirmation and Activation



**Academy**  
Care Professional Standards Academy

**SALLY SETTLE**  
Please upload your picture

**CURRENT EMPLOYMENT**  
Unemployed

**YOUR CERTIFICATES** [Add a certificate](#)

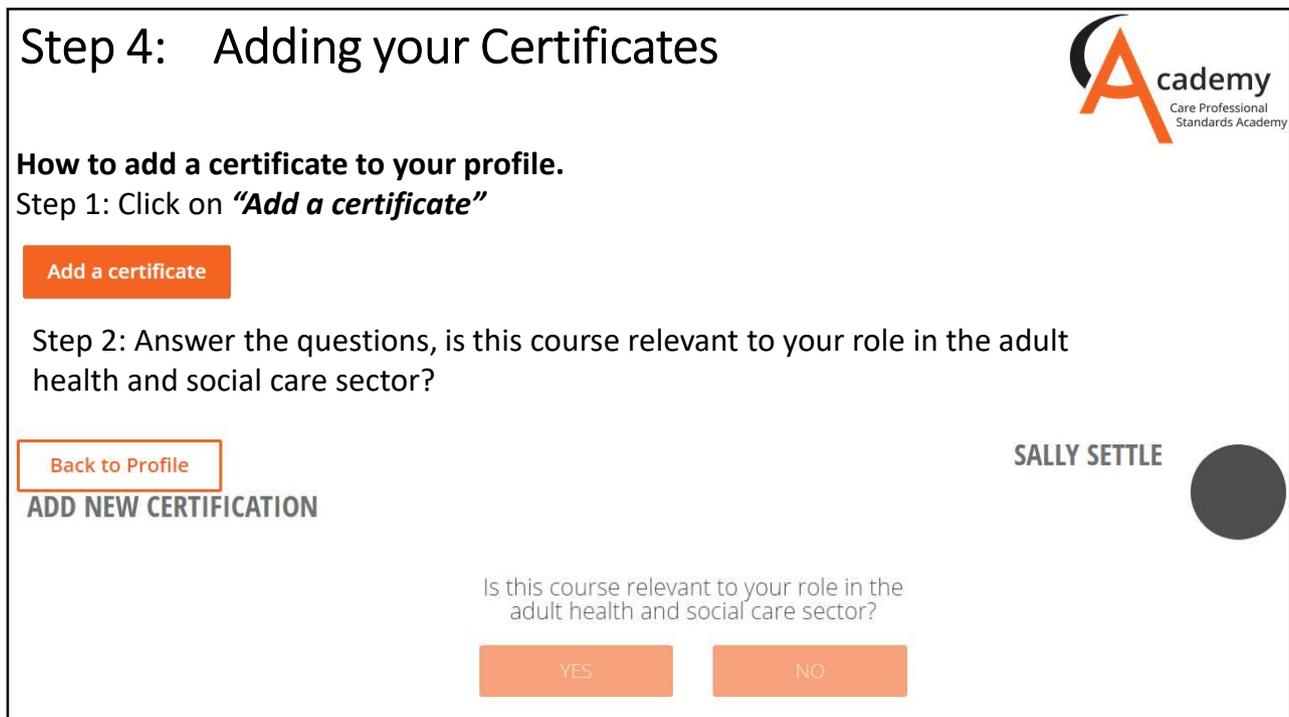
**SITE LINKS**  
About Us  
Contact Us  
Terms of Service  
Privacy Policy

**KEY PARTNER LINKS**  
www.hcpa.info  
www.hertfordshire.gov.uk  
www.hct.nhs.uk

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## Step 4: Adding your Certificates



**Academy**  
Care Professional Standards Academy

**How to add a certificate to your profile.**  
Step 1: Click on **"Add a certificate"**

[Add a certificate](#)

Step 2: Answer the questions, is this course relevant to your role in the adult health and social care sector?

[Back to Profile](#)

**SALLY SETTLE**

**ADD NEW CERTIFICATION**

Is this course relevant to your role in the adult health and social care sector?

[YES](#) [NO](#)

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## Step 4: Adding your Certificates

Course name as written on certificate

CPD/Training Courses

Mental Capacity and DOLS

Academy  
Care Professional Standards Academy

Academic Studies/Nation...

Who is the training provider?

What type of course is this?

CPD/Training Courses

CPD/Training Courses

Academic Studies/National Qualifications

City Council or Care Association  
Nationally Recognised Awarding Body  
Internal Training (Locally Approved or Skills for Care Endorsed)  
Internal Training (Not Locally Approved or Skills for Care Endorsed)  
External Training Provider (Locally Approved or Skills for Care)  
Other training provider  
E-learning  
Foreign Studies  
Distance Learning/SCLS

What type of course is this?

Entry Level  
Level 1 (GCSE or O Level grades D-G or less than 5 A\*-C GCSE or O Levels)  
Full Level 2 (5 GCSE or O Levels grades A\*-C)  
Full Level 3 (2 A/AS Levels or National Diplomas)  
Level 4 (Certificates of Higher Education)  
Level 5 (Foundation Degree)  
Level 6 (Bachelor's Degree)  
Level 7 (Master's Degree, Postgraduate certificate/ diploma)  
Level 8 (Doctorate Degree)

How many hours of training?

15-20 hours

1-4 hours  
4-6 hours  
6-10 hours  
10-15 hours  
15-20 hours  
20-30 hours  
30-40 hours  
40-50 hours  
50 hours +

Fill out details about the certificate that you are uploading.

Please select a type of qualification?

Entry level award  
Entry level certificate (ELC)  
Entry level diploma  
Entry level English for speakers of other languages (ESOL)  
Entry level essential skills  
Entry level functional skills  
Skills for Life

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## Step 4: Adding your certificates

Fill out details about the certificate that you are uploading.

Does the certificate expire?

YES NO

When does this certificate expire?

DD/MM/YYYY

WIN\_20190226\_11\_35\_17\_Pro (2).jpg

Please upload your certificate

When did you receive this certificate?

DD/MM/YYYY

SUBMIT

If your certificate expires then you will be asked to enter the expiry date.

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## Step 4: Adding your certificates



[Back to Profile](#)

**CERTIFICATE RECEIVED, PLEASE CHECK YOUR EMAIL.**

[Add Another Certificate](#)

Once you have registered and uploaded a minimum of one days worth of certificates, Care Professional Standards Academy Team will be able to assess your application, along with your record of training and development, in order to validate or decline your application.

This will take around 7 working days.

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## Step 5: Updating your profile

The screenshot shows a user profile for Sally Settle. At the top left is the Care Professional Standards Academy logo. Below it is the user's profile information: a circular profile picture, the name 'SALLY SETTLE', ID: 6014, and TIER 1. Below this is the 'CURRENT EMPLOYMENT' section, which includes 'ORGANISATION' (HCPA), 'SITE' (Hertfordshire Care Providers Association), and 'ROLE' (Care Academy Quality and Standards Specialist). At the bottom left is the 'YOUR CERTIFICATES' section. On the right side of the page, there is an 'Add a Certificate' button. A green pencil icon is located next to the user's name, and an orange arrow points from a text box to this icon.

**SALLY SETTLE** ✓  
ID: 6014  
TIER 1

**CURRENT EMPLOYMENT** ✓

**ORGANISATION**  
HCPA

**SITE**  
Hertfordshire Care Providers Association

**ROLE**  
Care Academy Quality and Standards Specialist

**YOUR CERTIFICATES**

[Add a Certificate](#)

Click on the green pencil to upload your picture

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## Step 6: Verification



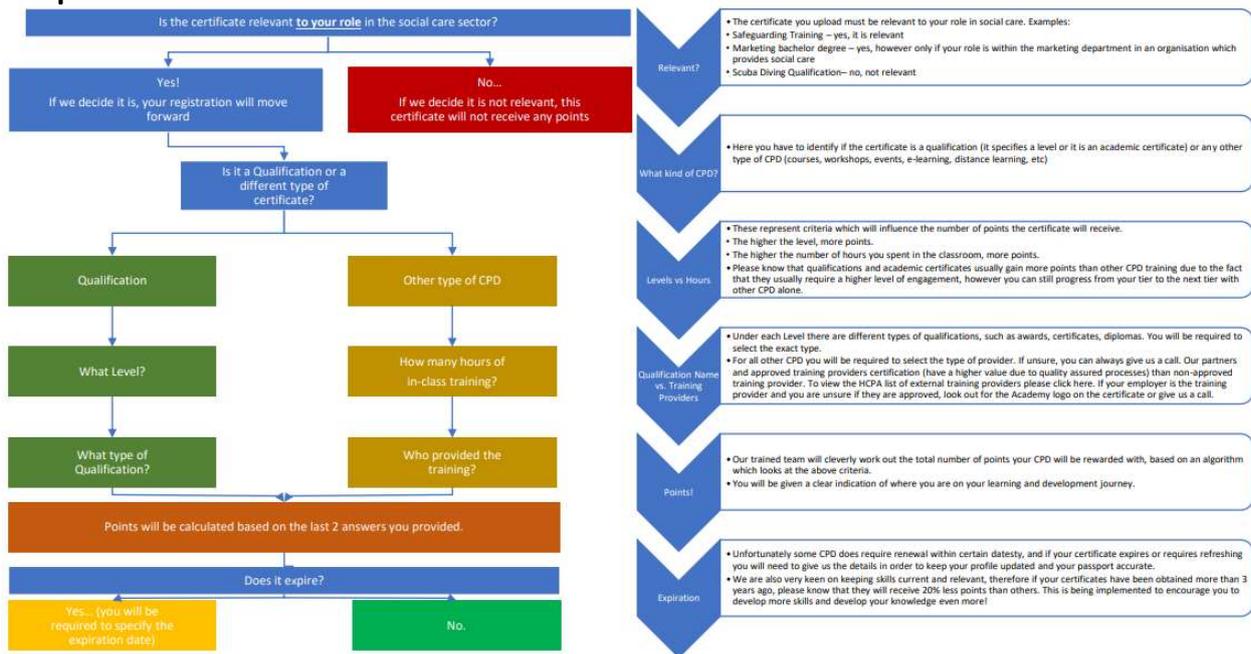
If you meet the eligibility criteria, we will calculate your tier based on the points that have been allocated to your CPD.

Once you have reached Tier 1 you will receive a welcome pack which will also include your Academy Pin.



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## Step 6: Verification



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## Step 6: Verification



All accumulated points will be added to your profile and will place your CPD profile on a tier.

Each tier comes with certain benefits, which you will have access to when you reach the equivalent tier.

Please note that Care Professional Standards Academy staff are continually working on benefits and more will be added as they are agreed. You will be notified of new benefits on your particular tier.



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## Step 7: Tier confirmation and benefits



### Tier 1 and up Employee Benefit Programme

Make discounted purchases from any one of over 800 UK retailers including Sainsbury's, Argos, Boots, Marks & Spencer, Tesco, John Lewis/Waitrose, Pizza Hut and many more.

With Cashback on so many retailers, you can also get Cashback rewards on top with retailers such as Groupon, Thomas Cook, Virgin Media and Expedia plus savings on parking at UK airports.

Earn discounts on the high street by buying gift vouchers in advance that you can then spend in-store.

### Tier 2 and up MyCareAcademy Affiliate Travel Club

Get Great Value Ticket Discounts on local transport, giving you unlimited bus travel

Get 10% off car and van rentals at over 90 UK locations and a convenient rental experience

Get access to unbeatable Low Price Car Leasing deals

Great offers and discounts on car and motorbike services and parts including tyres, brakes, exhausts and batteries

### Tier 3 and up

Access to even more fantastic discounts with the exclusive student discount card.

### Tier 4 and up

As a tier 4 affiliate *you will receive exclusive offers and packages.*

Preferential rates on essential workwear, household items and useful equipment

10% off all purchases for bespoke stained-glass products making for the perfect gift.

Massive savings on best-selling day experiences and gifts for affiliates at Tier 4 and higher.

### Tier 5

We will periodically send you luxury products or deals whilst you remain at Tier 5, so the benefits keep on coming.

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## Step 8: Keeping it up to date

**A**

**SALLY SETTLE**  
TIER 2

**CURRENT EMPLOYMENT**  
ROLE  
Herts Care Academy Coordinator  
ORGANISATION  
Herts Care Academy

Click on the green pencil to make changes to your picture, personal details or employer.

Accessing links to  
Change details  
Email preferences  
Help  
Legal  
Change Password  
Sign Out

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## Step 8: Keeping it up to date

**YOUR CERTIFICATES**

By clicking on each certificate name you will be able to see details of each certificate you have uploaded

**Add a certificate**

- Champion
- Advanced Enablement
- Manual Handling
- CPD/Training Courses - Other training provider - 1.4 hours  
Acquired on: 01/02/2019
- An Introduction to Care Leadership

SEND VIA EMAIL

SEND EMAIL WITH ALL CERTIFICATES

Tier 1 — You! — Next Tier

This graph shows how close you are to moving up to the next tier

You can request an e-mail copy of your learning passport or just a copy of one of your certificates.

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## Learning Passport



Sally Settle  
Tier 1

01.03.2019

### MY CERTIFICATES

NAME	TYPE	ACHIEVED	EXPIRES
An Introduction to Care Leadership	CPD/Training Courses + Other training provider + 15-20 hours	14/03/2018	N/A
Manual Handling	CPD/Training Courses + Other training provider + 1-4 hours	01/02/2019	01/03/2020
Advanced Enablement	CPD/Training Courses + Internal Training Approved by HCPA + 6-10 hours	01/02/2019	N/A

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Rewarding Adult Care staff while tracking professional development!



## Track Training

Upload photos of any, and all certificates to your Portal, related to your role in Care and move up through the tiers...



## Perks & Rewards

The higher the tier, the greater the reward. Access thousands of discounts and benefits at your favourite shops!



## Care Community

Join the other thousands already signed up, and demonstrate that you are a true professional in Care!



[careprofessional.co.uk](https://careprofessional.co.uk)  
[info@careprofessional.co.uk](mailto:info@careprofessional.co.uk)

**JOIN TODAY!**





