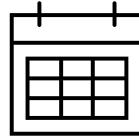


# Career Progression Map

*At Friends of the Elderly, we want to support your personal development and career goals.*

*Have a look at the progression opportunities available to you, from your start date all the way through your employment with us.*

# 1



## Start Date

### Health Care Assistant



#### Months 1 - 3

Induction programme signed off as complete

Additional training based on role requirements including:

- *Care and Administration of Medicines*
- *Emergency First Aid at Work*

#### Months 6+

Probation period complete

Ready to learn more? Some of the additional training available to you:

- *Mental Health Awareness*
  - *Resilience*
- *Communication and People Skills*

#### Weeks 1 - 12



Induction programme with a comprehensive training schedule including:

- *Moving and Assisting Training*
- *Safeguarding*
- *Dementia Awareness*
- *Supporting People with Distressed Behaviours*
- *Health and Safety*

As well as completion of the care certificate if you are new to care

#### Months 3+



Probation 3-month review

Care certificate completion

Competency assessments undertaken

Regular feedback and support from mentor



#### Promotion or development opportunities

- Promotion to Shift Leader
- Promotion to Med Tech or Nursing Support Assistant
- Develop into a Dementia Champion
- Achieve a formal qualification in Health and Social Care

*How will you progress?*

## Leadership and Management

We have a Shift Leader role at Friends of the Elderly, and a Leadership and Management programme to support you in this promotion, if that is something you would be interested in.

Face to face training available:

- Leadership skills and the shift leader role
- Medication and care plan guidance, assessor and VOED guidance
- Managing conflict and the art of conversation
- Supervision and appraisal, mentoring

Additional online leadership training includes:

- Communication and people skills for leaders
- Resilience and motivation techniques for leaders
- Stress management for leaders

## Medication

You can specialise in medication at Friends of the Elderly. Different job roles include Med Tech or Nursing Support Assistant.

Face to face training available:

- Begin with our full day new starter course - Care and Administration of Medicines

When you start to take on more responsibility, the below courses could be right for you:

- Medication Assessor
- Medication Management and Audit

You can then go on to complete various clinical skill courses including:

- Diabetes Awareness
- Stroke Awareness
- Dysphagia Management

# 3

## Formal Qualifications

Are you interested in completing a formal qualification in health and social care?

You could be accepted to complete an apprenticeship at Friends of the Elderly, where you can learn and qualify on the job.

- Level 2 Adult Care Worker
- Level 3 Lead Adult Care Worker
- Level 4 Lead Practitioner in Adult Care
- Level 5 Leader in Adult Care

# 4

## Development Routes

### Become a dementia champion

Our dementia suite of courses include:

- Dementia and mobility
- Dementia - nutrition and hydration
- Dementia – memory, perception and thinking
- Dementia and communication

### Is mental health and wellbeing your thing?

Speak to the Learning and Development team for ways to get involved with our employee wellbeing projects.