

Verification of statutory & mandatory and clinical/care core training checks

Policy Number	23
Version	5
Policy Contact	Matthew Betteridge
Date Issued	1 st November 2017
Reviewed	01 st June 2023
Next Review Date	01 st June 2024
Target Audience	Agency Workers
Approved by	OneCall24 Policy Team

One Call 24's aim is to ensure that all temporary staffed placed by them are sufficiently experienced, skilled and trained. In order to do this, proof of mandatory training is asked for and obtained as part of the initial recruitment process.

Evidence of training completed by the candidate is asked for within the Application Form and also required to be supplied as part of the Employment History/CV – full detailing what training has been completed and when.

Candidates will be asked to supply all original certificates of training completed in line with the job role and the job role they are applying for. At all times, One Call 24 comply with latest Skills for Health UK Core Skills Training Framework (see www.skillsforhealth.org.uk/services/item/146-core-skills-training-framework). Certificates will be checked against the information supplied within the CV and Application Form.

Only original certificates will be accepted. These will be scanned onto the system, signed and dated as original seen by One Call 24. One Call 24 will then proceed to contact the issuing bodies in order to establish:

- Course content
- Module levels completed
- Online or practical training
- Confirmation of issue/expiry dates
- Authenticity of the training certificates
- Alignment to the Skills for Health Framework

All verification received from a training provider in writing will be retained within the agency worker's personnel file. This information will be made readily available to auditors during the audit process.

Where any discrepancies arise, these will be escalated to the relevant bodies and may delay or stop the recruitment process. This includes:

Copyright

OC24/Policy/2023

- Framework
- Authority
- Participating Authority
- NHS Protect

Should there be any gaps identified within the candidate’s training, skills and/or expertise, One Call 24 will look to offer and provide the necessary assistance to ensure that the candidate is fully compliant to a standard that meets the customer’s requirements. This can include setting up additional mandatory training for the candidate or refresher training depending on the need.

All candidates will be required to complete the following training modules:

Subject	Level	Once on recruitment and then followed by CSFT recommended proposed refresher period, although refresher training may be needed based upon local risk assessment
Equality, Diversity & Human Rights		Three (3) Years
Health, Safety & Welfare		Three (3) Years, although further job specific training may be needed based upon local risk assessment
NHS Conflict Resolution		Three (3) Years
Fire Safety (practical)		Two (2) Years
Infection Prevention & Control	Level one	Three (3) Years
	Level two	Annual
Moving and Handling	Level one	Three (3) Years
	Level two	Annual, although refresher training may be needed based upon local risk assessment
Safeguarding Adults	Level one	Three (3) Years
	Level two	Three (3) Years
	Level three	Three (3) Years
Safeguarding Children	Level one	Three (3) Years
	Level two	Three (3) Years
	Level three	Three (3) Years
Resuscitation (Practical)	Level one	Once on recruitment
	Level two	Annual
	Level three	Annual

Information Governance		Annual
Preventing Radicalisation	Basic Prevent Awareness	Three (3) Years
	Awareness of Prevent	Three (3) Years
Counter Fraud		Annual
Lone worker training		Annual
Complaints		Annual

In addition to this, as required by the normal duties expected to be performed by the Temporary Agency Worker on the Assignment

Subject	Level	Once on recruitment and then followed by CSFT recommended proposed refresher period , although refresher training may be needed based upon local risk assessment
Your healthcare career		Once on recruitment
Duty of care		Once on recruitment
Person-centred care		Once on recruitment
Communication		Once on recruitment
Consent		Once on recruitment
Privacy and dignity		Once on recruitment
Fluids and nutrition		Once on recruitment
Dementia Awareness		Once on recruitment
Blood component transfusion	Decision to Transfuse	Three (3) Years
	Administration of blood components	Three (3) Years
	Blood Sampling	Three (3) Years
	Collection of blood components from storage and delivery to the clinical area	Three (3) Years

Training will also be offered as required by the normal duties expected to be performed by the Temporary Agency Worker on the Assignment:

Subject	Once on recruitment and then followed by Participating Authority recommended proposed refresher period, although refresher training may be needed based upon local risk assessment
Food hygiene & hygiene awareness	Annual
Medicine Management	Annual
Tissue Viability	Annual
Mental Health Act	Annual
Mental Capacity Act	Annual
Physical restraint skills and techniques, including personal safety and control & restraint (PMVA / MAPA / Breakaway etc)	Annual
Interpretation of cardiographs	Annual
Any additional statutory & mandatory or clinical/care or other training that the Participating Authority considers necessary and [or] as required by the relevant Professional Body relevant to the role required to be performed and identified in the individual Order and the Call-off Contract from time to time.	Annual

Verification

Guidance as to what levels of training our agency workers require is found utilising the Skills for Health subject guide.

When in receipt of a training certificate, One Call 24 Recruitment will be tasked to confirm that the training is aligned to the Core Skills Training Framework (CSTF). This can be done user a number of methods, including the below:

- CSTF Declaration of Alignment – fully completed by the training provider (template below)

This is to confirm that we have reviewed and completed the required activities to assess our organisation's alignment with the Skills for Health Core Skills Training Framework (CSTF). Based upon our review we can confirm that our organisation is aligned with the CSTF as indicated in this Declaration of Alignment.

CSTF Declaration of Alignment

Organisation Name (insert in box below):

Please click on the cells below to select a date:

History of Learning Outcomes:
You have completed the mapping of our training against the CSTF using the mapping tool supplied and ensured that those subject indicators that falling into an aligned or appropriate learning outcome. The mapping has been approved by an accountable person with the appropriate responsibility for mapping and development.

Mapping Conventions and codes:
You have provided our reporting systems to ensure recording of learner achievement is based upon CSTF relevant Learning Conventions and Subject Codes.
The use of CSTF mapping conventions enables subject indicators to ensure that learning aligns to the CSTF and the organisation's training and development. Further guidance on mapping conventions and codes is available on the CSTF website.
We are using the NHS Electronic Staff Record and Oracle Learning Management System using the appropriate CSTF Conventions (Link applicable to NHS Trusts).

History of Framework to be followed for future:
You have considered the use of the CSTF for induction training or other relevant activities and will follow it in any relevant policies and procedures.

Front Page Stat Man Subjects Completed By

UK Statutory/Mandatory CSTF : Alignment Status by Subject

Subject	Learning Outcomes Met Identify which subjects you have reviewed and are signed	Format of Delivery Identify format of Delivery e.g.classroom, e-learning or other (please state)	Recommended Refresher Period within Framework	Agreed Organisation Refresher Period Identify any refresher period agreed by your organisation.	Sign Off Agreed by Identify the role of the accountable person confirming alignment e.g. Subject Expert, Head of Learning Development etc.	Date of alignment Identify the date from when this subject was aligned to the CSTF.
Equality and Diversity and Human Rights			3 years			
Equality and Diversity and Human Rights (Scotland)			3 years			
Health, Safety and Welfare			On induction, followed by every 3 years			
NHS Conflict Resolution (England)			3 years			
Fire Safety			Annual/2 Years			
Infection Prevention and Control Level 1			3 years			
Infection Prevention and Control Level 2			Annual			
Moving and Handling Level 1			Based upon local risk assessment			
Moving and Handling Level 2			Based upon local risk assessment			
Safeguarding Adults Level 1			On induction, followed			

Front Page Stat Man Subjects Completed By

File Home Insert Page Layout Formulas Data Review View Help Acrobat Search Share Comments

E12

UK Statutory/Mandatory CSTF : Alignment Status by Subject

Subject	Learning Outcomes Met Identify which subjects you have reviewed and are aligned	Format of Delivery Identify format of Delivery e.g. classroom, e-learning or other (please state)	Recommended Refresh Period within Framework	Agreed Organisation Refresh Period Identify any refresh period agreed by your organisation	Sign Off Agreed by Identify the role of the accountable person confirming alignment e.g. Subject Expert, Head of Learning Development	Date of alignment Identify the date from when this subject was aligned to the CSTF.
12 Self-Defending Adults Level 1 (Version 2)			On induction, followed by every 3 years			
13 Self-Defending Adults Level 2 (Version 2)			3 years			
14 Self-Defending Adults Level 3 (Version 2)			3 years			
15 Preventing Radicalisation: Basic Personal Awareness			3 years			
16 Preventing Radicalisation: Personal Awareness			3 years			
17 Self-Defending Children Level 1 (Version 3)			On induction, followed by every 3 years			
18 Self-Defending Children Level 2 (Version 3)			3 years			
19 Self-Defending Children Level 3 (Version 3)			3 years			
20 Resuscitation Level 1			On induction, reviewed by local risk			
21 Resuscitation Level 2 - Adult Basic Life Support			Annual			
22 Resuscitation Level 2 - Paediatric Basic Life Support			Annual			
23 Resuscitation Level 2 - Newborn Basic Life Support			Annual			
24 Resuscitation Level 3 - Adult Intermediate Life Support			Annual			
25 Resuscitation Level 3 - Paediatric Intermediate Life Support			Annual			
26 Resuscitation Level 3 - Newborn Intermediate Life Support			Annual			
27 Information Governance and Data Security (England)			Annual			
28 Information Governance (Scotland)			Based upon local risk assessment			
29 Information Governance (Wales)			2 years			
30 Violence and Aggression (Adult)			On induction, reviewed by local risk			

Front Page Stat Man Subjects Completed By

File Home Insert Page Layout Formulas Data Review View Help Acrobat Search Share Comments

A1

UK CSTF Declaration of Alignment

UK CSTF Declaration of Alignment

1. This declaration has been completed by:

2. Name

3. Role

4. Organisation

5. Contact Email

6. Contact Telephone

7. Date

Please complete the information

8. Country in which your organisation is located (please specify region)

9. Self-Defending Adults Level 1

10. Self-Defending Adults Level 2

11. Self-Defending Adults Level 3

12. Self-Defending Children Level 1

13. Self-Defending Children Level 2

14. Self-Defending Children Level 3

15. Resuscitation Level 1

16. Resuscitation Level 2 - Adult Basic Life Support

17. Resuscitation Level 2 - Paediatric Basic Life Support

18. Resuscitation Level 2 - Newborn Basic Life Support

19. Resuscitation Level 3 - Adult Intermediate Life Support

20. Resuscitation Level 3 - Paediatric Intermediate Life Support

21. Resuscitation Level 3 - Newborn Intermediate Life Support

22. Information Governance and Data Security (England)

23. Information Governance (Scotland)

24. Information Governance (Wales)

25. Violence and Aggression (Adult)

26. Violence and Aggression (Child)

27. Violence and Aggression (Young Person)

28. Violence and Aggression (Older Person)

29. Violence and Aggression (Other)

30. Other

31. Other

32. Other

33. Other

34. Other

35. Other

36. Other

37. Other

38. Other

39. Other

40. Other

41. Other

42. Other

43. Other

44. Other

45. Other

46. Other

47. Other

48. Other

49. Other

50. Other

51. Other

52. Other

53. Other

54. Other

55. Other

56. Other

57. Other

58. Other

59. Other

60. Other

61. Other

62. Other

63. Other

64. Other

65. Other

66. Other

67. Other

68. Other

69. Other

70. Other

71. Other

72. Other

73. Other

74. Other

75. Other

76. Other

77. Other

78. Other

79. Other

80. Other

81. Other

82. Other

83. Other

84. Other

85. Other

86. Other

87. Other

88. Other

89. Other

90. Other

91. Other

92. Other

93. Other

94. Other

95. Other

96. Other

97. Other

98. Other

99. Other

100. Other

101. Other

102. Other

103. Other

104. Other

105. Other

106. Other

107. Other

108. Other

109. Other

110. Other

111. Other

112. Other

113. Other

114. Other

115. Other

116. Other

117. Other

118. Other

119. Other

120. Other

121. Other

122. Other

123. Other

124. Other

125. Other

126. Other

127. Other

128. Other

129. Other

130. Other

131. Other

132. Other

133. Other

134. Other

135. Other

136. Other

137. Other

138. Other

139. Other

140. Other

141. Other

142. Other

143. Other

144. Other

145. Other

146. Other

147. Other

148. Other

149. Other

150. Other

151. Other

152. Other

153. Other

154. Other

155. Other

156. Other

157. Other

158. Other

159. Other

160. Other

161. Other

162. Other

163. Other

164. Other

165. Other

166. Other

167. Other

168. Other

169. Other

170. Other

171. Other

172. Other

173. Other

174. Other

175. Other

176. Other

177. Other

178. Other

179. Other

180. Other

181. Other

182. Other

183. Other

184. Other

185. Other

186. Other

187. Other

188. Other

189. Other

190. Other

191. Other

192. Other

193. Other

194. Other

195. Other

196. Other

197. Other

198. Other

199. Other

200. Other

201. Other

202. Other

203. Other

204. Other

205. Other

206. Other

207. Other

208. Other

209. Other

210. Other

211. Other

212. Other

213. Other

214. Other

215. Other

216. Other

217. Other

218. Other

219. Other

220. Other

221. Other

222. Other

223. Other

224. Other

225. Other

226. Other

227. Other

228. Other

229. Other

230. Other

231. Other

232. Other

233. Other

234. Other

235. Other

236. Other

237. Other

238. Other

239. Other

240. Other

241. Other

242. Other

243. Other

244. Other

245. Other

246. Other

247. Other

248. Other

249. Other

250. Other

251. Other

252. Other

253. Other

254. Other

255. Other

256. Other

257. Other

258. Other

259. Other

260. Other

261. Other

262. Other

263. Other

264. Other

265. Other

266. Other

267. Other

268. Other

269. Other

270. Other

271. Other

272. Other

273. Other

274. Other

275. Other

276. Other

277. Other

278. Other

279. Other

280. Other

281. Other

282. Other

283. Other

284. Other

285. Other

286. Other

287. Other

288. Other

289. Other

290. Other

291. Other

292. Other

293. Other

294. Other

295. Other

296. Other

297. Other

298. Other

299. Other

300. Other

301. Other

302. Other

303. Other

304. Other

305. Other

306. Other

307. Other

308. Other

309. Other

310. Other

311. Other

312. Other

313. Other

314. Other

315. Other

316. Other

317. Other

318. Other

319. Other

320. Other

321. Other

322. Other

323. Other

324. Other

325. Other

326. Other

327. Other

328. Other

329. Other

330. Other

331. Other

332. Other

333. Other

334. Other

335. Other

336. Other

337. Other

338. Other

339. Other

340. Other

341. Other

342. Other

343. Other

344. Other

345. Other

346. Other

347. Other

348. Other

349. Other

350. Other

351. Other

352. Other

353. Other

354. Other

355. Other

356. Other

357. Other

358. Other

359. Other

360. Other

361. Other

362. Other

363. Other

364. Other

365. Other

366. Other

367. Other

368. Other

369. Other

370. Other

371. Other

372. Other

373. Other

374. Other

375. Other

376. Other

377. Other

378. Other

379. Other

380. Other

381. Other

382. Other

383. Other

384. Other

385. Other

386. Other

387. Other

388. Other

389. Other

390. Other

391. Other

392. Other

393. Other

394. Other

395. Other

396. Other

397. Other

398. Other

399. Other

400. Other

401. Other

402. Other

403. Other

404. Other

405. Other

406. Other

407. Other

408. Other

409. Other

410. Other

411. Other

412. Other

413. Other

414. Other

415. Other

416. Other

417. Other

418. Other

419. Other

420. Other

421. Other

422. Other

423. Other

424. Other

425. Other

426. Other

427. Other

428. Other

429. Other

430. Other

431. Other

432. Other

433. Other

434. Other

435. Other

436. Other

437. Other

438. Other

439. Other

440. Other

441. Other

442. Other

443. Other

444. Other

445. Other

446. Other

447. Other

448. Other

449. Other

450. Other

451. Other

452. Other

453. Other

454. Other

455. Other

456. Other

457. Other

458. Other

459. Other

460. Other

461. Other

462. Other

463. Other

464. Other

465. Other

466. Other

467. Other

468. Other

469. Other

470. Other

471. Other

472. Other

473. Other

474. Other

475. Other

476. Other

477. Other

478. Other

479. Other

480. Other

481. Other

482. Other

483. Other

484. Other

485. Other

486. Other

487. Other

488. Other

489. Other

490. Other

491. Other

492. Other

493. Other

494. Other

495. Other

496. Other

497. Other

498. Other

499. Other

500. Other

501. Other

502. Other

503. Other

504. Other

505. Other

506. Other

507. Other

508. Other

509. Other

510. Other

511. Other

512. Other

513. Other

514. Other

515. Other

516. Other

517. Other

518. Other

519. Other

520. Other

521. Other

522. Other

523. Other

524. Other

525. Other

526. Other

527. Other

528. Other

529. Other

530. Other

531. Other

532. Other

533. Other

534. Other

535. Other

536. Other

537. Other

538. Other

539. Other

540. Other

541. Other

542. Other

543. Other

544. Other

545. Other

546. Other

547. Other

548. Other

549. Other

550. Other

551. Other

552. Other

553. Other

554. Other

555. Other

556. Other

557. Other

558. Other

559. Other

560. Other

561. Other

562. Other

563. Other

564. Other

565. Other

566. Other

567. Other

568. Other

569. Other

570. Other

571. Other

572. Other

573. Other

574. Other

575. Other

576. Other

577. Other

578. Other

579. Other

580. Other

581. Other

582. Other

583. Other

584. Other

585. Other

586. Other

587. Other

588. Other

589. Other

590. Other

591. Other

592. Other

593. Other

594. Other

595. Other

596. Other

597. Other

598. Other

599. Other

600. Other

601. Other

602. Other

603. Other

604. Other

605. Other

606. Other

607. Other

608. Other

609. Other

610. Other

611. Other

612. Other

613. Other

614. Other

615. Other

616. Other

617. Other

618. Other

619. Other

620. Other

621. Other

622. Other

623. Other

624. Other

625. Other

626. Other

627. Other

628. Other

629. Other

630. Other

631. Other

632. Other

633. Other

634. Other

635. Other

636. Other

637. Other

638. Other

639. Other

640. Other

641. Other

642. Other

643. Other

644. Other

645. Other

646. Other

647. Other

648. Other

649. Other

650. Other

651. Other

652. Other

653. Other

654. Other

655. Other

656. Other

657. Other

658. Other

659. Other

660. Other

661. Other

662. Other

663. Other

664. Other

665. Other

666. Other

667. Other

668. Other

669. Other

670. Other

671. Other

672. Other

673. Other

674. Other

675. Other

676. Other

677. Other

678. Other

679. Other

680. Other

681. Other

682. Other

683. Other

684. Other

685. Other

686. Other

687. Other

688. Other

689. Other

690. Other

691. Other

692. Other

693. Other

694. Other

695. Other

696. Other

697. Other

698. Other

699. Other

700. Other

701. Other

702. Other

703. Other

704. Other

705. Other

706. Other

707. Other

708. Other

709. Other

710. Other

711. Other

712. Other

713. Other

714. Other

715. Other

716. Other

717. Other

718. Other

719. Other

720. Other

721. Other

722. Other

723. Other

724. Other

725. Other

726. Other

727. Other

728. Other

729. Other

730. Other

731. Other

732. Other

733. Other

734. Other

735. Other

736. Other

737. Other

738. Other

739. Other

740. Other

741. Other

742. Other

743. Other

744. Other

745. Other

746. Other

747. Other

748. Other

749. Other

750. Other

751. Other

752. Other

753. Other

754. Other

755. Other

756. Other

757. Other

758. Other

759. Other

760. Other

761. Other

762. Other

763. Other

764. Other

765. Other

766. Other

767. Other

768. Other

769. Other

770. Other

771. Other

772. Other

773. Other

774. Other

775. Other

776. Other

777. Other

778. Other

779. Other

780. Other

781. Other

782. Other

783. Other

784. Other

785. Other

786. Other

787. Other

788. Other

789. Other

790. Other

791. Other

792. Other

793. Other

794. Other

795. Other

796. Other

797. Other

798. Other

799. Other

800. Other

801. Other

802. Other

803. Other

804. Other

805. Other

806. Other

807. Other

808. Other

809. Other

810. Other

811. Other

812. Other

813. Other

814. Other

815. Other

816. Other

817. Other

818. Other

819. Other

820. Other

821. Other

822. Other

823. Other

824. Other

825. Other

826. Other

827. Other

828. Other

829. Other

830. Other

831. Other

832. Other

833. Other

834. Other

835. Other

836. Other

837. Other

838. Other

839. Other

840. Other

841. Other

842. Other

843. Other

844. Other

845. Other

846. Other

847. Other

848. Other

849. Other

850. Other

851. Other

852. Other

853. Other

854. Other

855. Other

856. Other

857. Other

858. Other

859. Other

860. Other

861. Other

862. Other

863. Other

864. Other

865. Other

866. Other

867. Other

868. Other

869. Other

870. Other

871. Other

872. Other

873. Other

874. Other

875. Other

876. Other

877. Other

878. Other

879. Other

880. Other

881. Other

882. Other

883. Other

884. Other

885. Other

886. Other

887. Other

888. Other

889. Other

890. Other

891. Other

892. Other

893. Other

894. Other

895. Other

896. Other

897. Other

898. Other

899. Other

900. Other

901. Other

902. Other

903. Other

904. Other

905. Other

906. Other

907. Other

908. Other

909. Other

910. Other

911. Other

912. Other

913. Other

914. Other

915. Other

916. Other

917. Other

918. Other

919. Other

920. Other

921. Other

922. Other

923. Other

924. Other

925. Other

926. Other

927. Other

928. Other

929. Other

930. Other

931. Other

932. Other

933. Other

934. Other

935. Other

936. Other

937. Other

938. Other

939. Other

940. Other

941. Other

942. Other

943. Other

944. Other

945. Other

946. Other

947. Other

948. Other

949. Other

950. Other

951. Other

952. Other

953. Other

954. Other

955. Other

956. Other

957. Other

958. Other

959. Other

960. Other

961. Other

962. Other

963. Other

964. Other

965. Other

966. Other

967. Other

968. Other

969. Other

970. Other

971. Other

972. Other

973. Other

974. Other

975. Other

976. Other

977. Other

978. Other

979. Other

Organisations	Equality, Diversity	Equality, Diversity (Scotland)	Health, Safety & Welfare	Confidentiality (England)	Fire Safety	Infection Prevention - L1	Infection Prevention - L2	Moving & Handling L1	Moving & Handling L2	safeguarding Adults L1	safeguarding Adults L2	safeguarding Adults L3	Basic Patient Assessment	Prevent Awareness	safeguarding Children L1	safeguarding Children L2	safeguarding Children L3	Refusals L1	Refusals L2 - Adult	Refusals L2 - Newborn	Refusals L2 - Paediatric	Refusals L3 - Adult	Refusals L3 - Newborn	Refusals L3 - Paediatric	Info Governance (England)	Info Governance (Scotland)	Info Governance (Wales)	Violence & Aggression (Wales)	
Zgether NHS Foundation Trust	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Aberlawe Bro Morgannwg University Health Board			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Aintree University Hospital NHS Foundation Trust	✓							✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Airedale NHS Trust	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Alder Hey Children's NHS Trust			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Aneurin Bevan University Health Board	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Anglian Community Enterprise	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

- CSTF Aligned Healthcare Providers**

Healthcare providers on this Directory have submitted a Declaration of Alignment, confirming which of their Statutory/Mandatory **in-house staff training programmes** are aligned to the CSTF. By sharing this information, employer organisations can recognise where training delivered in other organisations is in compliance with the CSTF and thereby help to prevent unnecessary duplication of training as staff move between roles and organisations.

The Statutory/Mandatory CSTF is also available for any other organisation to access and some may choose to complete a self-assessment of alignment to the Statutory/Mandatory CSTF by completing the CSTF mapping tool. When such organisations have identified that their training aligns with the CSTF then they may describe their training provision as 'aligned to the CSTF' – as required by various staff agency procurement frameworks. However, organisations which have only completed their own self-assessment or mapping are not permitted to state or imply any assurance or endorsement from Skills for Health and are not included on this directory.

The above confirmation can be further supported with the CSTF Mapping Tool – fully completed by the training provider.

Unless the above forms of proof are obtained/checked – then the training records obtained cannot be utilised for the candidate who is providing them. Additional training will therefore need to be completed by the agency worker – via a training provider who is able to sufficiently confirm their alignment to the Core Skills Training Framework. Confirmation of training will be provided to the client as part of the booking/assignment confirmation. All training certificates will be retained on file, signed and dated as original seen.

Scheduling Training

Our Compliance Manager is responsible for scheduling training and ensuring that all healthcare professionals have completed the requisite training prior to assignment. They are also responsible for notifying workers on assignment about when refresher training is due and ensuring that it has

been completed within the timescale deadline. It is mandatory to input training dates to our system and it is not possible to assign or pay a healthcare professional who does not have up to date training in place. The system provides the recruitment team and the compliance team with a notification 2 months in advance of training expiry, enabling us to make the worker aware of the deadline and schedule the modules accordingly. Healthcare Professionals working through One Call 24 Recruitment will be made aware that failure to complete the training by the deadline will mean that they will be suspended from their assignment until the training has been completed.

Audits

We will meet the requirements of the NHS' pre-employment and safer recruitment checks by the using robust safeguarding and compliance procedures underpinned by our recruitment software. This guarantees the screening of each candidate to the specification and prevents mandatory parts of the process from being missed out or circumnavigated. No worker is able to begin an assignment with One Call 24 Recruitment before all compliance actions are completed in line with the specification, current policy and legislation.

We conduct regular internal audits of all our compliance processes, and these are carried out by our Compliance Manager on a regular basis to demonstrate that we adhere to legislative, contractual and industry best practice. We are also subject to external audits. We also welcome client audits.