Using the Online Care Certificate Booklet as a Manager

There are two steps to setting your staff up on SCILS and assigning them the Care Certificate online booklet. Use step 2a if you only have one member of staff to assign or use step 2b if you have many members of staff.

1. Registering your staff (Pages 1 – 4)
2. Assigning the Care Certificate for one learner
   a. One member of staff (Pages 5 - 8)
   b. Many members of staff (Pages 9 - 13)

1. Registering your staff
   a. Login to [www.scils.co.uk](http://www.scils.co.uk)
   b. Click on ‘Personal Development Plan’
c. Click on ‘Manager Tasks’

![Manager Tasks](image)

An example of all the roles in practice:

1. **Learners**: Learners are able to record their completion of Qualification Units. Plans can be created in two ways:
   1. The learner can choose a plan that has been created by their manager. This type of plan is called a ‘Job Plan’ and will be linked to the specific job role that the learner is undertaking.
   2. The second type of plan a learner can choose is to select their own units linked to the particular qualification they are undertaking.

   Once a learner has selected a plan they can start adding notes and dates of when they hope to achieve and actually achieve the Units in the plan.

2. **Managers**: Managers who will have learners assigned to them. This will enable managers to view plans that have been assigned to their learners and enable the manager to add notes and dates of completion to the plans.

   Managers can also create plans that learners can choose from. These plans will be linked to the job role enabling the learner to have a clear development path for the specific job role they have.

3. **Administrators**: Administrators will be able to create plans that managers can assign to their own list of templates enabling the manager to edit the particular template and assign it to a particular learner.


d. Click on ‘Add / Register a Learner’

![Add / Register Learner](image)

You have no learners.

![Register Learner](image)

Select ‘Register a New Learner’ and Click on Proceed

![Register New Learner](image)
f. Enter the forename, surname and email address and click on Submit (Email address is optional)

![Registration Form Image]

- Forename: New
- Surname: Learner
- Email address: newlearneremail@nonply.com

Click on Submit

Click on Close

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g. The learner will be registered. You will be emailed with their login details. If you entered an email address for the learner, they will also be emailed with their login details.

Click on Refresh Page

![Registration Confirmation Image]

- Note: You have successfully registered New Learner. Refresh the page to see the user in the table. A notification email has been sent to New Learner. You have been emailed registration details for New Learner.
The outcome is that the learner has been successfully registered. Follow the previous steps to register further learners.
2a. Assigning the Care Certificate to one learner
   a. Click on Add Plans
   b. Click on Add a Plan
c. Select ‘Add a whole qualification or a set of standards’ and click on Submit

![Image of PLAN TYPE SELECTION]

- Select the Care Certificate

![Image of AWARD SELECTION]
e. Scroll to the bottom and click on View Selection

f. The standard will be listed. Scroll to the bottom and click on Add units. Once clicked, wait for the next page to load
The outcome is that the member of staff has been assigned the Care Certificate.
2b. Assigning the Care Certificate to many learners

To assign the Care Certificate to many learners you first of all need to create a Plan on the system. This Plan will then be stored in a library of plans that you can access and assign to new members of staff.

a. Click on Manage Plans

b. Click on Add a Plan
c. Select ‘Add a whole qualification or a set of standards and click on Submit

d. Select the Care Certificate, scroll down and click on View Selection
e. All standards for the Care Certificate will be displayed. Scroll down and click on Add units.

f. The Care Certificate has now been added to your library of plans. You won’t have to perform steps a – e again. To return to this screen in the future select ‘Manage Plans’.
g. Select Assign Plan from the drop down menu

h. Select the Care Certificate and select the learners you want to assign the Care Certificate to and click on Submit
The outcome is that you have created a plan called Care Certificate and you’ve assigned it to the selected learners. If you want to assign the plan to learners in the future click on Manage Plans and follow steps g and h.