



Course Overview

Recording and reporting skills are an essential part of worker competence. You need to be able to clearly and accurately update documents, ensure confidentiality is maintained and information is stored appropriately and safely.

This course explains the principles of recording. We make clear links with core skills, active listening and relevant legislation.

Course Content

1. Why recording is important
2. Core skills and social care records
3. Recording principles
4. Who will see the things you record?
5. Active listening skills
6. Legislation
7. Using your own devices
8. Care and support worker responsibilities

Course Duration 30 minutes

Developed in partnership with adult social care specialists.

Accessibility

To change your accessibility settings or translate the course into another language, sign into your Click account before taking this course.

Assessment and Certification

Sign in to your Click account before you take this course to take the assessment and immediately access/download your certificate upon successful completion.

Quality Marks