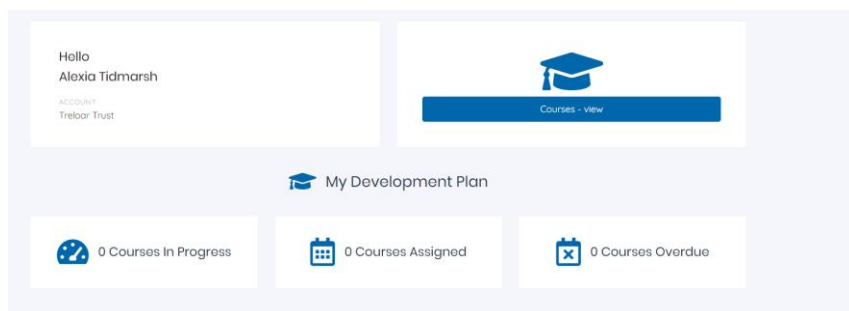
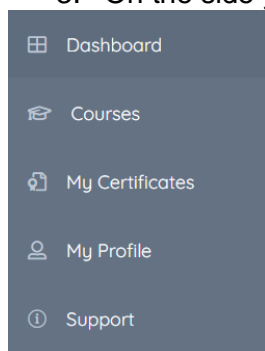


Care Certificate – Click System – Learner User Guide

1. Go to <https://greymatterlearning.co.uk/sign-in/> and click on the **Click sign in** button to login in.
2. When you logged on your dashboard will look like this:

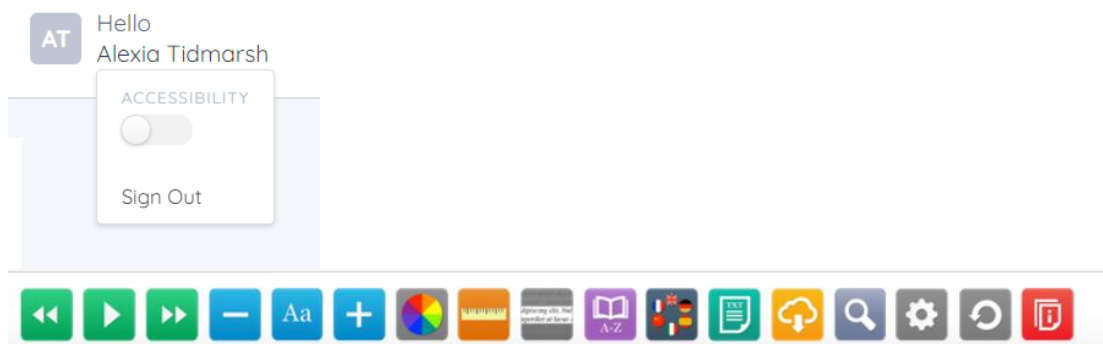


3. On the side you will see:



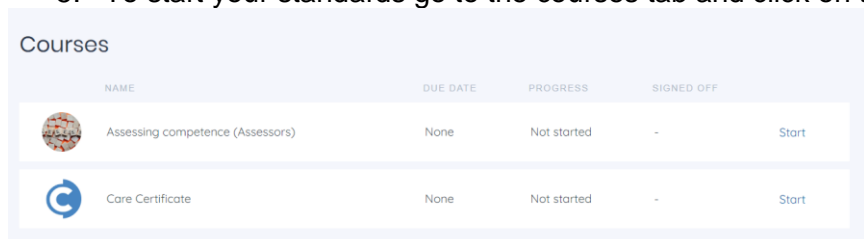
You can go to courses to view and access your assessments. My certificates will be where your certificate will appear when you have been signed off and completed. My profile is where you can change your password. Support is where you can email if you are having technical problems with the system or to find out more information.

4. If you click on your name at the top you can access the accessibility options where you can change the language, font size etc.



If you click on the icon with the flag it will give you a drop down list of languages that you can change your dashboard to but please ensure you write any answers in English for your assessor. You can also use the play button which will read out any information and assessment questions as you are going through it which may be helpful to some staff.

5. To start your standards go to the courses tab and click on the start button.



6. It will then bring up a list of all the standards and you can start with any of the standards by click on start next to the standard you want to complete.

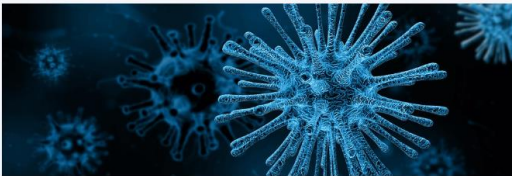
SECTION NAME	PROGRESS	STATUS	
01. Understand Your Role	<div style="width: 0%;"></div> 0%	Not Signed Off	Start
02. Your Personal Development	<div style="width: 0%;"></div> 0%	Not Signed Off	Start
03. Duty of Care	<div style="width: 0%;"></div> 0%	Not Signed Off	Start

We recommend starting with standard 14 and 15 as they are quick, easy and a great place to start.

7. When you click on the start next to the standard, the page will look like this.

15. Infection Prevention and Control

In this Standard, we help you to protect yourself and the people you support by understanding and preventing the spread of infection. Do it and do it well - be stronger than your excuses.



[Learning](#) [Assessment](#) ⓘ

Outcomes

Please select the outcomes you would like to add evidence to and sign off

Showing all outcomes ▾

<input type="checkbox"/>	+	REF	OUTCOME NAME	STATUS ⓘ
<input type="checkbox"/>	+	15.1a	Preventing the spread of infection: Describe the main ways an infection can get into the body	●
<input type="checkbox"/>	+	15.1b	Prevent the spread of infection: Demonstrate effective hand hygiene	● 👁
<input type="checkbox"/>	+	15.1c	Prevent the spread of infection: Explain how your own health or hygiene might pose a risk to the individuals you support or work with	●

You can click on the learning box before undertaking the assessment as this will help give you further information regarding this standard. The learning replaces what used to be the workbooks that staff could look and read through.

8. Click on the assessment green box and the following instructions will appear.

Assessment Instructions

15. Infection Prevention and Control

This is designed to help you evidence your knowledge and practice. It is not a test. Your answers should be about your job role and the people you support.

To achieve 100% you must discuss the results with your supervisor, then add supporting evidence and examples of practice or observations.

Take your time and read each question carefully - there is no time limit Your selected answer(s) will be highlighted

When you are satisfied with your answer, select [Next](#)

If you are not sure of the correct answer select [Not sure](#)

If you select [It depends](#) add an explanation or example

Assessments are saved automatically

[Start](#)

Click on Start to undertake the standard assessment.

9. When you have completed the assessment it will look like this afterwards:

Outcomes

Please select the outcomes you would like to add evidence to and sign off

Showing all outcomes

<input type="checkbox"/> + REF	OUTCOME NAME	STATUS
<input type="checkbox"/> + 15.1a	Preventing the spread of infection: Describe the main ways an infection can get into the body	●
<input type="checkbox"/> + 15.1b	Prevent the spread of infection: Demonstrate effective hand hygiene	● ●
<input type="checkbox"/> + 15.1c	Prevent the spread of infection: Explain how your own health or hygiene might pose a risk to the individuals you support or work with	●
<input type="checkbox"/> + 15.1d	Prevent the spread of infection: List common types of personal protective clothing, equipment and procedures and how and when to use them	●
<input type="checkbox"/> + 15.1e	Prevent the spread of infection: Explain the principles of safe handling of infected or soiled linen and clinical waste	●

10. You can then click on the show all outcomes and change it to show outcomes that require attention.

Showing outcomes requiring attention

Showing outcomes requiring attention

Showing all outcomes

11. Click on the box next to the outcome you want to add evidence to and it will come up as follows and click the add evidence button.

Outcomes

Please select the outcomes you would like to add evidence to and sign off

Showing outcomes requiring attention

<input type="checkbox"/> + REF	OUTCOME NAME
<input checked="" type="checkbox"/> + 15.1a	Preventing the spread of infection: Describe the main ways an infection can get into the body
<input type="checkbox"/> + 15.1b	Prevent the spread of infection: Demonstrate effective hand hygiene
<input type="checkbox"/> + 15.1c	Prevent the spread of infection: Explain how your own health or hygiene might pose a risk to the individuals you support or work with

1 outcome selected **Add evidence**

12. The following will come up and you can choose if you are writing a statement or referring to an activity that you undertook or a meeting that took place etc. and write your answer in the evidence box and then click on the add evidence.

Retake

Showing outcomes requiring attention

1 outcome selected **Close**

EVIDENCE

Describe the main ways an infection can get into the body. Infection can get into the body.....

Add Evidence

13. When you have added the evidence it will look like this.

Outcomes Showing outcomes requiring attention ▾

Please select the outcomes you would like to add evidence to and sign off

<input type="checkbox"/> + REF	OUTCOME NAME	STATUS i
<input type="checkbox"/> + 15.1a	Preventing the spread of infection: Describe the main ways an infection can get into the body	●
<input type="checkbox"/> + 15.1b	Prevent the spread of infection: Demonstrate effective hand hygiene	● 👁
<input type="checkbox"/> + 15.1c	Prevent the spread of infection: Explain how your own health or hygiene might pose a risk to the individuals you support or work with	●

Evidence

[Statement](#) Add by Alexia Tidmarsh on 18/12/2019 REF: 15.1a [🔗](#)

Describe the main ways an infection can get into the body. Infection can get into the body.....

You can then see the status colour has changed to amber instead of red.

The observations need to be added by your assessor. Please inform your assessor when you have completed the assessments and added the supported evidence as they will need to check this.

14. If you started the assessments and added evidence before the system changed over to click they will look like this.

Outcomes Showing outcomes requiring attention ▾

Please select the outcomes you would like to add evidence to and sign off

<input type="checkbox"/> + REF	OUTCOME NAME	STATUS i
<input type="checkbox"/> + 1.2b	Work in ways that have been agreed with your employer: List the aims, objectives and values of the service in which you work	●

Evidence

[Learning Archive](#) REF: 1.1c, 1.4b, 1.4c, 1.3a, 1.2f, 1.2c, 1.3c, 1.1b, 1.2a, 1.3b, 1.1d, 1.4d, 1.1a, 1.2e, 1.4a, 1.2d

[View Learning Archive](#)

[Observation](#) REF: 1.1c, 1.4c, 1.4d, 1.2d

Refer to Learning Archive

[Learning Archive](#) REF: 1.2b

[View Learning Archive](#)

15. If you click on the learning archive it will show all the questions you were asked on previous system and evidence you added. The outcomes listed will then reflect this and only show what is outstanding for that standard and what outcomes are still requiring evidence.

ANSWERS	15 out of 17	DATE COMPLETED	03/01/2019
VERIFIED	No	TIME TAKEN	14
KNOWLEDGE	88%	STARTED AT	76%

Archive Outcomes

1.1a Correct Evidence Not Added

QUESTION My responsibilities include supporting individuals'...

ANSWER(S)

- 1) Privacy
- 2) Rights
- 3) To live a full and independent life
- 4) Dignity