

## Scils Handbook

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Scils Social Care Information & Learning Services 27 February 2015

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You are here: Scils > Scils  
Welcome to Scils  
Social Care Information and Learning Services is an online learning resource/community dedicated to the Health and Social Care Sector.  
A wide range of social care materials are available either for online or group learning along with other services that support social care professionals in furthering their knowledge.  
Many areas of the country are covered by subscriptions that enable the Statutory, Private and Voluntary Sectors access to the website without additional cost  
[Click here to check whether you are entitled to access the website free of charge](#)

Latest from the News Desk - (Change to Discussions)  
New standard to improve care of people with psychosis & schizophrenia  
Inspections of care homes for adults in Scotland  
Rising suicide rates lead to call for service innovation

Personal Development Plan  
Online Induction Standards Evidence Booklet  
Find us on Facebook  
Writers and learning materials needed

Click on Personal Development Plan

Scils Home Page

PERSONAL DEVELOPMENT PLAN  
User log in

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Please log in using the username and password for Scils/Eils

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Enter your username and password (please note these are case sensitive)



#### 3. Admins Roles

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.

#### An example of all the roles in practice:

An organisation has 5 managers from different departments and each manager manages 4 members of staff who have the same job role. Even though the 5 departments are different there are four units from a particular qualification that the organisation would like all employees to undertake. There will also be units defined by the individual managers linking into their learner's job roles.

To achieve the example above the administrator would create a template with the four mandatory units in. Each manager would select this template and add further units that they would like the employees in their department to undertake. Each manager would have now created a job template that the learners they manage can select in their Personal Development Plan.

If the employees within a specific department had different job roles the manager could select the administrator's template again and create a different plan for the different job roles. Over time the manager will have created a library of templates that any new learners within an organisation can choose from.

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## Sourcing the Information Booklet for the Learning Session

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Welcome Brittany East || Log out

# PERSONAL DEVELOPMENT PLAN

My plans

[Learner Tasks](#) | [Manager Tasks](#)

My Plans  My Tests  My Manager

### PLANS

Plan name	Plan type	Module types	No. of modules	No. signed off by learner	No. signed off by manager	No. with added note or date	Selection
Acquired Brain Injury	Job	Sessions	1	1	0	1	Please select ▼
Acquired Brain Injury	Job	Sessions	1	0	0	0	Please select ▼
Active Support - Achievement and Fulfillment	Job	Sessions	1	0	0	0	Please select ▼

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05 March 2015

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[Learning Materials](#) [Other Resources](#) [Personal Development Plan](#) [Group Sharing](#) [News Desk](#) [Discussions Board](#) [Your Questions](#) [Useful Websites](#)

[Events](#) || [Your Details](#) || [Change your Password](#) || [Your Status](#)

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### Logged In

You are currently logged in to the website as BEast.

Facilities on the website can be accessed by clicking on an icon in the green menu above. Alternatively choose an option from the drop down menu below to access some of the most used features available.

What would you like to do?:

- Choose an option
- View my Personal Development Plan
- Manage the learning of my staff
- Access Individual Learning Materials**
- Access Group Learning Materials
- Access Learning Materials related to the Common Induction Standards
- Read the latest Social Care News
- Look at what other social care professional are discussing
- Ask a question to Scils/Eils
- Share information with organisations local to me

Shortcuts to Your Groups  
- Lincolnshire

[Create or join a group](#)

[in](#) [f](#) [Follow @scils\\_uk](#) [Email address removal](#) [User Guide](#) [Acrobat Reader](#) [Terms and Conditions](#)

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Click on the drop down menu and select 'Access Individual Learning Materials' Then click GO.



Learning Materials
 Other Resources
 Personal Development Plan
 Group Sharing
 News Desk
 Discussions Board
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 Useful Websites

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Learning Materials

[My Learning](#)
[Qualifications/ Standards](#)
[Search for Materials >](#)
[Individual Learning >](#)

[- Incomplete PDP Sessions](#)
[- Sections](#)

[Group Learning](#)
[Common Induction Standards >](#)
[Care Certificate](#)
[The Care Act](#)
[Managers Induction Standards](#)

**You are here:** [Scils](#) > [Logged In](#) >> [Learning Materials](#)

**Learning Materials >> Individual**

Choose a Section: [All Sections](#) [Go](#)

**All Sessions**

**Learning Session**

[Acquired Brain Injury](#)

[Active Support - Achievement and Fulfillment](#)

[Active Support - Empowerment of Service Users](#)

[Activities for people with multiple impairments](#)

[Activities in Social Care](#)

[Advanced Nutrition for Older People in Residential Care Settings](#)

[Advocacy](#)

[Alcohol and Young People](#)

[Anti-discriminatory Practice](#)

Click on the learning session you are working on.

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[Logout](#)
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[Contact Us](#)

Learning Materials
 Other Resources
 Personal Development Plan
 Group Sharing
 News Desk
 Discussions Board
 Your Questions
 Useful Websites

[Events](#) || [Your Details](#) || [Change your Password](#) || [Your Status](#)

Learning Materials

[My Learning](#)
[Qualifications/ Standards](#)
[Search for Materials >](#)
[Individual Learning >](#)

[- Incomplete PDP Sessions](#)
[- Sections](#)

[Group Learning](#)
[Common Induction Standards >](#)
[Care Certificate](#)
[The Care Act](#)
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**You are here:** [Scils](#) > [Logged In](#) >> [Learning Materials](#)

**Learning Materials >> Acquired Brain Injury (Individual Session)**

[Return to List of Sessions](#)

**Learning Session**

The Learning Session provides the knowledge you need for this area of work in social care. This material is in PDF format and can either be read on-screen or printed out. Once you have read the Learning Session you will be able to complete the evidence booklet below.

- [Open the Learning Session in PDF format](#)

**Evidence Booklets**

If you are a trainer, manager or assessor [contact Scils/EILS](#) for access to sample answers and certificates

The evidence booklet (tasks, assignment and evaluation of learning) for this learning session can be completed either electronically or in a printed version. Use the appropriate link below to complete the questions for this Learning Session:

- [Open the Online Evidence Booklet](#)
- [Print the Evidence Booklet](#)

Select 'Open the Learning Session in PDF format'.



## Safe Food Handling Handbook

Once you have chosen the 'Safe Food Handling' section, you will be shown this page. In order to complete the session, you will first need to read the learning session. To do this, you need to click on the button circled below:

The screenshot shows the Scils website interface. At the top, the header includes the Scils logo, the text 'Social Care Information & Learning Services', the date '07 October 2016', and links for 'Link to EILS (Child Care)', 'Logout', 'FAQs', and 'Contact Us'. Below the header is a navigation bar with icons and labels for 'Learning Materials', 'Other Resources', 'Personal Development Plan', 'Group Sharing', 'News Desk', 'Discussions Board', 'Your Questions', and 'Useful Websites'. A secondary navigation bar contains links for 'Events', 'Your Details', 'Change your Password', and 'Your Status'. On the left side, there is a sidebar menu with a 'Learning Materials' icon and a list of links: 'My Learning', 'Qualifications/ Standards', 'Search for Materials >', 'Individual Learning >', '- Incomplete PDP Sessions', '- Sections', 'Group Learning', 'Common Induction Standards >', 'Care Certificate', 'The Care Act', and 'Managers Induction Standards'. The main content area on the right displays the breadcrumb 'You are here: Scils> Logged In >> Learning Materials', followed by 'Learning Materials >> Safe Food Handling (Individual Session)' and a link to 'Return to List of Sessions'. The 'Learning Session' section explains that the material is in PDF format and can be read on-screen or printed out. A bulleted list contains the link 'Open the Learning Session in PDF format', which is circled in red. Below this, the 'Evidence Booklets' section states that trainers, managers, or assessors can contact Scils/EILS for sample answers and certificates. It also includes a bulleted list with links to 'Open the Online Evidence Booklet' and 'Print the Evidence Booklet'.

**Scils** Social Care Information & Learning Services 07 October 2016  
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**Learning Materials**

**My Learning**

Qualifications/ Standards

Search for Materials >

Individual Learning >

- Incomplete PDP Sessions
- Sections

Group Learning

Common Induction Standards >

Care Certificate

The Care Act

Managers Induction Standards

You are here: Scils> Logged In >> Learning Materials

Learning Materials >> Safe Food Handling (Individual Session)

[Return to List of Sessions](#)

**Learning Session**

The Learning Session provides the knowledge you need for this area of work in social care. This material is in PDF format and can either be read on-screen or printed out. Once you have read the Learning Session you will be able to complete the evidence booklet below.

- [Open the Learning Session in PDF format](#)

**Evidence Booklets**


If you are a trainer, manager or assessor [contact Scils/EILS](#) for access to sample answers and certificates

The evidence booklet (tasks, assignment and evaluation of learning) for this learning session can be completed either electronically or in a printed version. Use the appropriate link below to complete the questions for this Learning Session:









- [Open the Online Evidence Booklet](#)
- [Print the Evidence Booklet](#)

Once you have read the booklet, you will need to complete the Evidence Booklet, to access this, you will need to follow the following steps:





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07 October 2016

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[News Desk](#)

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[Useful Websites](#)

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**Learning Materials**

**You are here: Scils > Logged In >> Learning Materials**  
**Learning Materials >> Safe Food Handling (Individual Session)**  
[Return to List of Sessions](#)

**Learning Session**  
 The Learning Session provides the knowledge you need for this area of work in social care. This material is in PDF format and can either be read on-screen or printed out. Once you have read the Learning Session you will be able to complete the evidence booklet below.
 

- [Open the Learning Session in PDF format](#)

**Evidence Booklets**  
 If you are a trainer, manager or assessor [contact Scils/Eils](#) for access to sample answers and certificates  
 The evidence booklet (tasks, assignment and evaluation of learning) for this learning session can be completed either electronically or in a printed version. Use the appropriate link below to complete the questions for this Learning Session:
 

- [Open the Online Evidence Booklet](#)
- [Print the Evidence Booklet](#)



**My Learning**  
**Qualifications/ Standards**  
**Search for Materials >**  
**Individual Learning >**

- Incomplete PDP Sessions
- Sections

**Group Learning**  
**Common Induction Standards >**  
**Care Certificate**  
**The Care Act**  
**Managers Induction Standards**

Click on this section to open to workbook, this is where you need to write your answers. If you click on the PDF Version, this will not allow you to type on it.

Click here.



**Learning Sessions - EVIDENCE BOOKLET**


**Session Title: Safe Food Handling**  
**Name: Mariessa Cox**
**Line Manager / Assessor: Jayne Marsh**

This facility enables you to create electronic evidence booklets for each Learning Session on the SCILS or EILS websites. When complete your evidence booklet can be submitted to your manager through the Personal Development Plan feature.

[List of Sessions >> List of Booklets](#)

The table below lists Evidence Booklets that you have previously created for this Learning Session.

Learning Session	Created	Associated Plans	Completed	Submitted	Delete
<a href="#">Safe Food Handling</a>	5th October 2016	1	<input type="checkbox"/>	<a href="#">Open PDF version</a>	

[Create a new evidence booklet for 'Safe Food Handling'](#)



You will be taken to this page to enter all your answers. After answering the question, click the circled button to go to the next question.

## Learning Sessions - EVIDENCE BOOKLET

**Session Title:** Safe Food Handling

**Name:** Mariessa Cox

**Line Manager / Assessor:** Jayne Marsh

This facility enables you to create electronic evidence booklets for each Learning Session on the SCILS or EILS websites. When complete your evidence booklet can be submitted to your manager through the Personal Development Plan feature.

[List of Sessions](#) >> [List of Booklets](#) >> Booklet Displayed

Select a part from below to answer tasks from this Learning Session:

- [Part: Food safety, the law and you](#) - Selected
- [Part: Contamination of food](#)
- [Part: Bacteriology](#)
- [Part: Prevention of contamination](#)
- [Part: Personal hygiene](#)
- [Part: Cleaning to prevent contamination](#)
- [Part: Pest control](#)
- [Part: Quiz](#)
- [Part: Assignment](#)
- [Evaluation of Learning](#)

**Part: Food safety, the law and you**

**Who enforces the Food Safety Act and what are their responsibilities?**

Save Answer(s)









## Learning Sessions - EVIDENCE BOOKLET



**Session Title:** Acquired Brain Injury

**Name:** Brittany East

**Line Manager / Assessor:** Jackie Quant

This facility enables you to create electronic evidence booklets for each Learning Session on the SCILS or EILS websites. When complete your evidence booklet can be submitted to your manager through the Personal Development Plan feature.

[List of Sessions](#) >> [List of Booklets](#)

The table below lists Evidence Booklets that you have previously created for this Learning Session.

Learning Session	Created	Associated Plans	Completed	Submitted	Delete
<a href="#">Acquired Brain Injury</a>	27th February 2015	1	5th March 2015	<a href="#">Submit Answers to your Manager/Trainer</a>	
<a href="#">Create a new evidence booklet for 'Acquired Brain Injury'.</a>					

Then click on 'submit answers to your Manager/Trainer'

You can then go back and select another learning session.



