**TSDS Process for completion and certification**

All carers (apart from SGOs and adopters) have to complete the Training, Support and Development Standards (TSDS).

The table below guides you to the template, the number of standards required and timescale for completion.

The following links will prove a helpful/useful reference point.

<https://www.gov.uk/government/publications/training-support-and-development-standards-for-foster-care-evidence-workbook>

<https://www.gov.uk/government/publications/training-support-and-development-standards-for-family-and-friends-foster-carers>

<https://www.gov.uk/government/publications/induction-guide-for-the-short-break-workforce>

To make the completion of the standards easier, (particularly for mainstream foster carers) we suggest you should complete the document in regular intervals and in bitesize chunks. Your social worker will guide you through this document and we do/can run training sessions called ‘Getting to grips with TSDS’, please contact our training officer if you wish to attend a training session.

Chris.hill@southglos.gov.uk Training Officer for Foster Carers.

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| **Type of carer and template** | **No of standards** | **Time for completion** |
| Foster Carer (these can be completed as a couple - make sure the term **We** not I is used)  | 7 | One year from first registration |
| Family and Friends Carers | 6 | 18 months from first registration |
| Short Break Carers | 6 | One year from first registration |

Process of completion and certification

1. Supporting Social Worker will get the carer(s) started on completing the sections (Training Officer to help where there is a concern). Give the carer 1) the relevant pdf \_tsd\_standards\_guidance booklet, 2) a word version of the workbook to complete, and 3) An A4 file with 7 dividers in it. Evidence from Skills to Foster / Face to Face training (certificates/course material) /E-Learning certificates etc to be kept in here as evidence.
2. When they have completed section 1, the Social Worker signs off to say the standard has been met.
3. Carers then continue with the remaining sections, either completing one at a time, or submitting all at once.
4. Each section should be signed by the social worker to confirm the standard has been met. The social worker gives the completed standards to the Team Manager.
5. The Team Manager will then sign them off. Once this is signed, this to be given to the Training Officer.
6. Training Officer to then upload onto Mosaic.
7. Training Officer to then prepare a congratulations certificate and letter for the team manager to sign which will then be posted.

In the case of an existing Foster carer having a new partner who has been approved

1. Ask the main carer to show and talk through their completed TSD Standards with their new partner. The main carer then helps and assists their partner to complete a simplified TSDS document.
2. During supervision with the new partner, the FPT SW can then ask them to share their knowledge of the standards/ discuss what they have learnt.
3. Once this has been completed satisfactorily, the FPT SW can sign these off and hand them to the Training Officer so that certification can take place.

Chris Hill

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