

knowledge

skills

competence



home
care
practice
licence

**Validating
Home Care Worker
Competence**

Innovation Award Winner



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SCOTTISH EXECUTIVE



ZURICH



What is HCPL?



The Home Care Practice Licence (HCPL) is a test to validate the practice of home care workers who work in unsupervised settings. It ensures that they are competent to carry out their jobs safely and well.

HCPL is appropriate for experienced and inexperienced workers and is designed to be achievable for this diverse workforce.

The materials draw on the underpinning principles of the Scottish Executive National Standards for Care At Home and match well with the National Occupational Standards for Care.

Although HCPL is not, in itself, a training programme, the guidance manual provides a tool which helps home care workers reflect on the way they do their job. Successful completion of the test provides a first step towards formal qualification.

"HCPL makes a real statement to home care services. It reinforces everything previously taught and evidences competence levels. It provides a structure, a 'licence to practice' and a feeling of achievement for the worker"
(Service Manager)



The way HCPL operates is similar to the UK driving test. It has three components:

Theory Test

This is a written test of 50 multiple-choice questions randomly selected from a database. Each question has only one correct answer.

The test is currently provided in paper format, undertaken in closed-book and timed conditions. Candidates are required to pass the theory test before progressing to the practice observation and oral questioning.

Practice Observation

A qualified assessor accompanies the candidate on their routine duties to observe their practice of care work. The candidate must visit at least two service users to allow observation of a broad range of skills.

Assessors mark the candidate's performance against the 22 observation criteria and write a commentary on the practice they observe.

Oral Test:

The oral test consists of 10 questions randomly selected from a database. The assessor asks questions of the candidate at the end of the practice observation, together with any additional questions they may wish to ask to clarify practice they have observed.

The practice observation and oral test must be undertaken within 6 months of passing the theory test.

Candidates are expected to achieve a pass rate of 80% in each test component. Arrangements can be made for resits.

What are the HCPL Options?



We provide various packages to deliver the HCPL test.

HCPL - e

This package includes all test papers, marking, results analysis, guidance manuals and external assessors to conduct the practice observation and oral test. The written test must be conducted in the presence of an invigilator

HCPL - i

This package includes all test papers, marking, results analysis and guidance manuals. Your own organisation's workplace assessors conduct the practice observation and oral test.

HCPL - theory

This package provides solely the theory test component. This is offered as a simple yet effective test to determine theoretical knowledge about home care work. The test papers and marking is provided by us in the same way as the other packages, however, the candidate only receive a Theory Test Certificate. If candidates are able to undertake the other two components within 6 months, they can achieve a full HCPL licence.

If you require a venue other than your own premises, there may be an extra charge for arranging this.

HCPL - guidance manual

The guidance manual contains all the information necessary to undertake the HCPL test - questions, answers and observation criteria. It also contains information about the principles of care to encourage workers to reflect on their own practice.

What is expected of you?



We will ask you to appoint someone as the main contact to ensure effective and successful delivery of the testing process. This person will be responsible for:

- Receiving and safekeeping of all test materials
- Arranging invigilation and setting up theory test sessions
- Liaising with home care workers, service managers and assessors for practice observation
- Returning completed test papers
- Maintaining contact and obtain support from us

What is expected of us?



We endeavour to facilitate smooth running of the project. We are responsible for:

- Timely distribution of all test materials
- Processing and prompt marking of test papers
- Analysis of results, knowledge and skill gaps as identified by the HCPL process
- Providing support during the test process
- Provision of Home Care Practice Licence card or Theory Test Certificate to successful candidates



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