

Care Training Compliance Checklist 2026/27

A practical management checklist for care providers to review staff training arrangements, identify gaps and record actions. Use it as part of your regular training and compliance review.

Organisation		Service / Branch	
Completed by		Date reviewed	
Next review date			

How to use this checklist

Work through each section with your training matrix, learner records and local competency evidence available. Tick what is in place and record anything requiring action. Requirements should reflect the service, roles, regulated activities, risks and needs of the people supported - not a generic fixed course list.

1. Training Requirements

- ☐ Training requirements have been reviewed against each worker's role and responsibilities.
- ☐ Training reflects the regulated activities, workplace risks and needs of the people supported.
- ☐ Any statutory, provider-defined mandatory and role-specific learning requirements are clearly identified.
- ☐ Managers know which learning requires practical demonstration or workplace assessment.

Actions / gaps identified

2. Training Matrix

- ☐ The training matrix contains all current staff and removes or clearly marks leavers.
- ☐ New starters have been added promptly and assigned the correct learning.
- ☐ Completed, due and overdue training can be identified quickly.
- ☐ Training dates, renewal dates and supporting records are consistent and up to date.
- ☐ Managers can identify gaps across teams, services or branches.

Actions / gaps identified

3. New Starters & Induction

- ☐ New starters have a clear induction and training plan appropriate to their role.
- ☐ Required learning is assigned at the correct stage of induction.

- ☐ Workers are appropriately supported and supervised while developing competence.
- ☐ Previous learning is checked rather than automatically accepted without review.

Actions / gaps identified

4. Care Certificate

- ☐ The current Care Certificate framework is being used where applicable.
- ☐ Managers understand that the Care Certificate contains 16 standards.
- ☐ Knowledge learning and workplace competence are both assessed where the standards require them.
- ☐ The appropriate employer / assessor is responsible for confirming achievement.
- ☐ Care Certificate evidence is retained and can be produced when needed.

Actions / gaps identified

5. Refresher & Ongoing Training

- ☐ Refresher arrangements are based on relevant requirements, guidance, risk and provider policy.
- ☐ The organisation does not rely on one generic refresher period for every subject.
- ☐ Due and overdue refresher learning is actively monitored.
- ☐ Changes in role, risk, legislation, guidance or the needs of people supported trigger training review where appropriate.

Actions / gaps identified

6. Competency

- ☐ Practical skills are assessed in the workplace where competence needs to be demonstrated.
- ☐ Online course completion is not treated as automatic proof of practical competence.
- ☐ Competency assessments identify the assessor, date, outcome and any follow-up action.
- ☐ Competence is reviewed when concerns, incidents, changes in role or practice indicate this is necessary.

Actions / gaps identified

7. Learning Disability & Autism

- ☐ For CQC-registered services, learning disability and autism training requirements have been reviewed.
- ☐ Training is appropriate to each worker's role and level of responsibility.
- ☐ Managers can evidence completion and any associated practical or service-specific learning.

Actions / gaps identified

8. Training Evidence & Management Oversight

- ☐ Certificates and training records are organised and readily accessible.
- ☐ Managers can evidence what training each worker has completed and what remains outstanding.
- ☐ Training gaps have named actions, responsible people and deadlines.
- ☐ Training is discussed through appropriate supervision, appraisal or performance processes.
- ☐ Senior leaders / registered managers can obtain a clear overview of organisational training risk.

Actions / gaps identified

Final Compliance Review

Use these six questions as a quick management sense-check after completing the detailed review.

Area	Yes	No	Management check
PEOPLE			Does the matrix accurately reflect the current workforce?
REQUIREMENTS			Is the right training assigned to the right roles?
COMPLETION			Can you clearly see completed, due and overdue learning?
EVIDENCE			Can you quickly produce certificates and supporting records?
COMPETENCE			Is practical competence evidenced where required?
OVERSIGHT			Can managers identify gaps, risks and actions quickly?

Actions Required

Priority	Action required	Responsible person	Deadline	Complete

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Important: This checklist is a practical management resource and is not legal or regulatory advice. Providers should determine their own training requirements with reference to the services they provide, applicable legislation, regulatory requirements, current guidance, risk assessments and the needs of people supported.