

Application form

Level 3: EXEMPLARY

To be recognised as a Carer Positive employer at the **exemplary** level, you will be able to show that:

- The organisation is recognised for its exemplary support for working carers
- The organisation demonstrates creative and innovative approaches to supporting and involving carers
- The organisation engages in wider awareness raising activities, whether community based/external promotional campaigns, or in forums to communicate the business case to other employers
- Carers are encouraged to lead on the development of new approaches to support carers
- Where practical, carers are positively encouraged in recruitment procedures to access employment in this organisation

Please complete the fields below, save and email to:

info@carerpositive.org

Or print, fill in and post to:

*Hayley Burton,
Carers Scotland,
Centrum Business Centre,
38 Queen Street,
Glasgow, G1 3DX*

Contact details

Name of organisation	
Main contact name	
Title main contact	
Address	
Phone number	
Email address	

About your organisation

Number of employees in Scotland		
Sector/industry <i>(please select)</i>		
Are you registering on behalf of	The whole organisation	A department*
*If department please say which		

How you support carers

Please refer to Please refer to **Annex 1: 'Exemplary criteria and examples'** for guidance in completing this part of the form. Evidence can include anything you feel verifies the description of support you provide. This can be copies of emails, policies, action plans, minutes of meetings etc. These can be electronically attached and returned with this form to sue@carerpositive.org

1. Identification of carers:

What system is in place to identify carers in your organisation/department?

Brief description

Evidence

How long has this system been in place and how is it reviewed/reported on?

Brief description

Evidence

2. Policy:

How are carers supported within current workplace policies?

Brief description

Evidence

How long has this policy/policies been in place?

Brief description

Evidence

How are carers involved in the review and development of policies to support carers?

Brief description

Evidence

How you support carers (continued)

2. Policy (continued):

How is the effectiveness of overall support to carers monitored and evaluated?

Brief description

Evidence

3. Practical support:

What forms of practical support are available for carers in your organisation/ department?

Brief description

Evidence

Have you introduced any new or innovative forms of support?

Brief description

Evidence

How are carers involved in the development of practical support?

Brief description

Evidence

4. Communication, awareness raising and training:

What policy/system is in place to communicate support to all employees?

Brief description

Evidence

How you support carers (continued)

4. Communication, awareness raising and training (continued):

What awareness raising/staff training activities are undertaken in the organisation/ department?

Brief description

Evidence

Are any external awareness raising activities undertaken by the organisation/department?

Brief description

Evidence

5. Peer support:

How are carers supported to engage with other carers in the organisation?

Brief description

Evidence

What role do carers have in leading/developing this support?

Brief description

Evidence

Carer verification

It is important that the information provided in this form reflects the experiences of carers working within the organisation/department.

Please provide some evidence of how carers feel about the support provided in their workplace. This can be via a simple survey, or a statement/testimonial, care case study, or whatever you feel most appropriate to your organisation size and structure.

Signature of carer/carer representative






This section to be signed by a carer/carer representative within the organisation or department.

Name and designation	
Date	

Signature of chief officer

This section to be signed by the Director, Chief Executive, or senior officer at organisation or department level.

Name and designation	
Date	

Exemplary	Criteria	Possible actions/examples
1. Identification of carers 	<ul style="list-style-type: none"> A system is in place to identify carers in the workforce 	<ul style="list-style-type: none"> Established support is maintained, reviewed and developed
2. Policy 	<ul style="list-style-type: none"> There is an explicit carers policy in place 	<ul style="list-style-type: none"> Established support is maintained, reviewed and developed A monitoring and evaluation process is in place to assess the impact/effectiveness of support to carers Recruitment policies and procedures are reviewed and developed as appropriate
3. Workplace support 	<ul style="list-style-type: none"> Information on external forms of support and services for carers is available New and innovative forms of workplace support are developed where appropriate 	<ul style="list-style-type: none"> Established support is maintained, reviewed and developed Partnership/ liaison with local carers centre/s Carers are heavily involved/lead in the development of new forms of support
4. Communication, awareness raising and training 	<ul style="list-style-type: none"> Awareness raising activities are undertaken in the workplace The organisation engages in wider community based awareness raising activities or employer forums to communicate the business case 	<ul style="list-style-type: none"> Education and development opportunities are available to managers to enhance their knowledge and skills around carer related workplace issues Support/involvement in carer campaigns, such as Carers Week Membership of Employers for Carers Linkages with other organisations/award bodies, such as Working Families
5. Peer support 	<ul style="list-style-type: none"> Carers are supported by and support other carers 	<ul style="list-style-type: none"> Established support is maintained, reviewed and developed Social support groups and out-of-work activities are actively encouraged and supported by the organisation