

There is an array of resources to help address many of these challenges. Some of the resources are available for free:

- The Ultimate Recruitment Toolkit, download [here](#).
- Staff Record Audit Checklist, download [here](#).
- Business Plan Template, download [here](#).
- Good Governance Planner 2023, download [here](#).
- Employee Training Matrix, download [here](#).

You can also find a range of policies to support your workforce planning in the QCS system. You can access them now by starting a [free trial](#).

Resource	Location
Induction and onboarding	Human Resources Policy
Rota Pack	Staff Rota Policy
Staff Attendance Record	Staff Rota Policy
Weekly rota/ visit plan template	Staff Rota Policy
Staff Attendance Record	Staff Rota Policy
Agency Staff Checklist	Staff Retention Policy
Holiday Request Form	Annual Holiday Policy
Business Plan Template	Business Plan Policy
Vacancy/ New Post Business Case	Recruitment Policy
Training Matrix	Resource centre – HR – Recruitment, Induction and Training
The Ultimate Recruitment Toolkit	Resource centre – HR – Recruitment, Induction and Training
Recruitment Plan	Resource centre – HR – Recruitment, Induction and Training
Effective Absence Management (Blog)	Resource centre – HR – Absence, holidays and sickness
How to ensure you have a robust absence management policy (Naphthens blog)	Resource centre – HR – Absence, holidays and sickness
Employee Welfare Checklist – social care	Resource centre – HR – Wellbeing
Staff Sickness Management Guide	Resource Centre – COVID-19 Hub – HR
Winter Planning Toolkit – 2022-2023	Resource Centre – Administration – Business Op

Social Care – Good Governance Planner 2023	Quality Assurance – Administration Quality Assurance
Pool Activity Level (PAL)	Dementia Centre

**Start a free trial now to access the policies and resources above: <https://www.qcs.co.uk/sfc-free-trial>**