

Level 5 Leader in Adult Care

DURATION

18

MONTHS



The Leader in Adult Care will guide and inspire teams to make positive differences to someone's life when they are faced with physical, practical, social, emotional, psychological or intellectual challenges.

You will be a leader of the care team and will develop and implement a values-based culture at a service or unit level. You may be responsible for business development, financial control, organisational resilience and continuity as well as for managing risk and leading on organisational change. A Leader in Adult Care has responsibility for managing community or residential based services. This role has a large element of leadership, whether with other care workers and networks or in leading the service itself. A successful Apprentice will have met all the requirements. You have a responsibility to ensure the service is safe, effective, caring, responsive to people's needs and well led.

You may be a registered manager of a service, unit, deputy or assistant manager. You will be responsible for ensuring regulatory compliance of the care given and the values and training of staff with established standards and regulations.

How we deliver this Apprenticeship

This Apprenticeship is delivered through monthly on-line workshops supported by coaching on a one to one basis in your workplace by your own dedicated expert Health and Social Care tutor. You will attend an on-line workshop and then they will meet with you every month (face to face or virtually) to provide coaching to help you develop new knowledge and skills and guide you through the programme. They will then assess your competence by observing you applying the new skills at work and helping you complete a range of assignments to prove you have met the requirements of the Apprenticeship.

Qualifications included in this Apprenticeship

- Level 5 Leader in Adult Care Apprenticeship Standard
- City and Guilds Level 5 Diploma in Leadership and Management for Adult Care

Functional Skills

- Level 2 Functional Skills in English and maths (if required)

Programme content

The knowledge and understanding you will develop

Tasks and responsibilities

- Statutory frameworks, standards, guidance and Codes of Practice which underpin practice in relation to safe delivery of services
- Systems and processes needed to ensure compliance with regulations and organisational policies and procedures including health and safety and risk assessment
- Principles of risk management, assessment and outcome-based practice
- Principles and underpinning theories of change management including approaches, tools and techniques that support the change process
- Legislative and regulatory frameworks which inform quality standards
- Theories and models that underpin performance and appraisal including disciplinary procedures

Dignity and human rights

- Legislation and policy initiatives on promotion of Equality, Diversity and Inclusion in services you lead

Communication

- Legal and ethical frameworks in relation to confidentiality and sharing information
- Range of technologies to enhance communication

Safeguarding

- Legislation, national and local solutions for the Safeguarding of adults and children including reporting requirements
- The elements needed to create a culture that supports whistleblowing in the organisation

Health and wellbeing

- Models of monitoring, reporting and responding to changes in health and wellbeing

Professional development

- Principles of professional development
- Goals and aspirations that support your professional development and how to access available opportunities
- Elements needed to create a culture that values learning, professional development, reflective practice and evidence-based practice
- Systems and processes necessary to ensure professional development opportunities are identified, planned, sourced, evaluated and recorded for workers

Leadership

- Theories of management and leadership for their application to adult care
- Features of effective team performance



Programme content

The skills you will learn to apply in your work

The main tasks and responsibilities according to your job role

- Develop and apply systems and processes needed to ensure compliance with regulations and organisational policies and procedures
- Implement strategies to support others to manage the risks presented when balancing individual rights and professional duty of care
- Develop and apply systems and processes that monitor and sustain quality of the service, including assessments, care plans and service delivery
- Lead and support others to work in a person-centred way and to ensure active participation which enhances the well-being and quality of individuals
- Encourage and enable both staff and people who access care and support to be involved in the co-production of how the service operates
- Manage all resources in delivering complex care and support efficiently and effectively

Dignity and human rights

- Develop and lead implementation of organisational policies to create and sustain a culture that actively champions dignity and respects Equality, Diversity and inclusion and fairness in the workplace
- Develop and lead a culture that values courage in working in ways that may challenge workers' own cultural and belief systems

Communication

- Develop and implement organisational processes to ensure that records and reports are written clearly and concisely and to keep information safe and preserve confidentiality
- Translate policy and guidance into understandable information for a range of audiences including people who access care and support, carers and families and other colleagues

Safeguarding

- Implement systems to train and support work colleagues to enable them to recognise and respond to potential signs of abuse and/or unsafe practices, following organisational policies and procedures
- Monitor and evaluate the effectiveness of organisational policies, systems and processes for Safeguarding

Health and wellbeing

- Lead the implementation of policies, procedures and practices to manage health, safety and risk to individuals and others in health and social care to ensure compliance with legislation, standards and guidance
- Implement health and safety and risk management policies, procedures and practices to create a culture that values health and wellbeing in the organisation
- Monitor, evaluate and improve health, safety and risk management policies and practices in the service

Professional development

- Apply evaluated research and evidence-based practice in own setting
- Take initiative to research and disseminate current drivers in the adult care landscape
- Embed systems to improve performance of self and/or work colleagues through supervision, reflective practice and learning and development opportunities

Leadership

- Show a well-developed sense of your own behaviour and impact on others modelling a values-based culture
- Create a supportive culture that values initiative and innovation and recognises the variety of skills of all within the service, both workers and individuals supported
- Adopt a team approach, recognising contributions of team members and able to lead a team where required

End Point Assessment

Once you, your manager and your tutor feel you are ready you will be put forward for End Point Assessment. This will be with an external End Point Assessment Organisation of your choice.

The End Point Assessment will include an Observation of Leadership and a Professional Discussion. Your dedicated tutor will fully prepare you throughout the programme to ensure you have the confidence and necessary skills to meet the requirements of End Point Assessment.





Personal attributes and behaviours expected of all Leaders in Adult Care carrying out their roles

What Ofsted said about our programmes at our last inspection:

“Learners and apprentices develop their skills to meet exacting sector standards. In many cases, the level of skills gained exceeds the requirements of their qualifications; this is particularly the case with health and social care programmes”

Care, its what we do

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