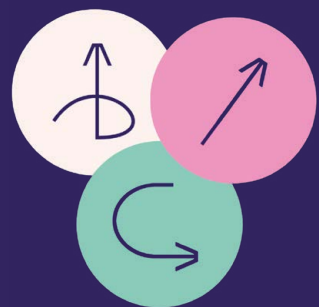


Level 3 Lead Adult Care Worker



Home.
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Leisure.
Together.

Your life. Your way.



Lead Adult Care Worker Apprenticeship Standard

This level 3 apprenticeship training programme develops the knowledge, skills and behaviours required to lead on the provision of care for adults, enabling them to have control and choice in their lives.

It is suitable for care officers, care supervisors, senior care workers and other associated job titles.

At the end of this training programme, you will also be awarded a Level 3 TQUK Diploma in Adult Care.

Apprenticeships are 12 to 24 month training programmes. They are made up of:



More information on each of these components can be found within the learner or manager apprenticeship guide. All of the above components must be fully completed in order to successfully achieve your apprenticeship.

What is the duration and how will you learn?

Over the duration of 18 months, you will receive a combination of face-to-face and online training and support.

The 16 month time frame is based on an employee with a full-time contract, if an employee works fewer than 30 hours then the time frame of the apprenticeship will increase accordingly. See below for example:

16 hours contracted per week = 22 months apprenticeship programme

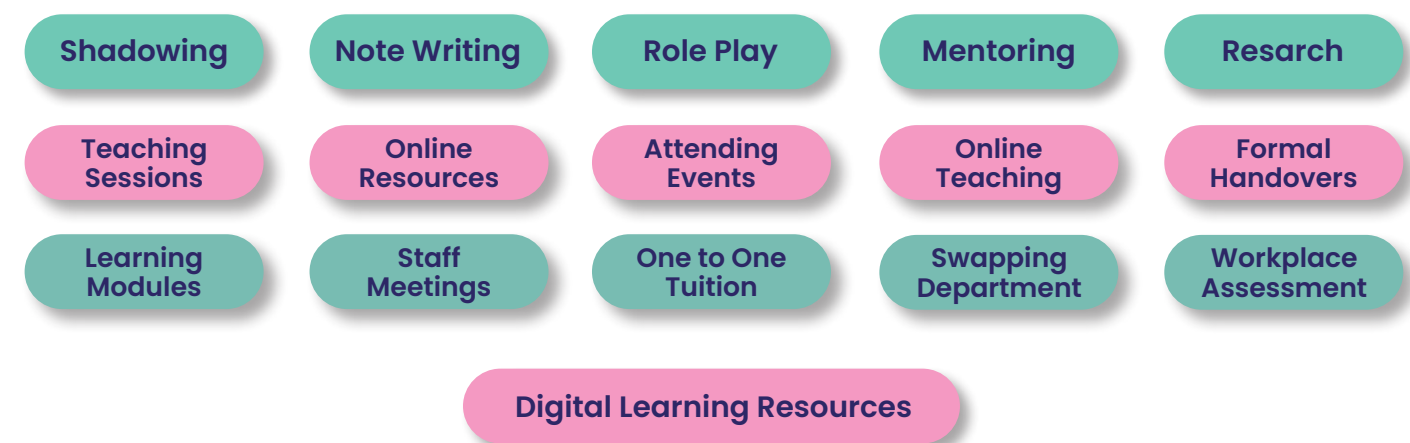
You will undertake an online assessment that will help us to understand your learning style and needs, then we will tailor your learning experience accordingly.

We ensure that you stay on track to complete your programme on time by managing your progress through our state-of-the-art e-portfolio system, Aptem.

Visit [aptem.](#)

Off-the-job Training

As part of the apprenticeship, alongside your job role, a minimum of 6 hours per week of your time in work must be dedicated to improving new skills, knowledge and behaviours. This can be any time devoted to learning and improving new skills, knowledge and behaviours without interruption. Examples include:



End-point assessment

Learnt knowledge, skills and behaviours will be assessed by an independent assessor in your end-point assessment (EPA). This typically involves elements such as:



Your apprenticeship journey



Month 1

Continuous development and personal wellbeing +

Programme introduction and expectations

Month 2

Agreed ways of working/working in partnership +

Functional skills support (where applicable)

Month 3

Duty of care and safeguarding +

Month 4

Communication and handling information +

Month 5

Equality, diversity, inclusion and human rights +

Month 6

Health and safety +

Month 7

Mental capacity and restrictive practice +

Month 8

Person centred practice +

Month 9

Mental capacity and restrictive practice +

Month 10

Mental capacity and restrictive practice +

Functional skills achievement (where applicable)

Months 11 to 14

Pathway specific +

Month 15

Behaviours +

Months 16 to 18

Preparation for your End Point Assessment (EPA) +

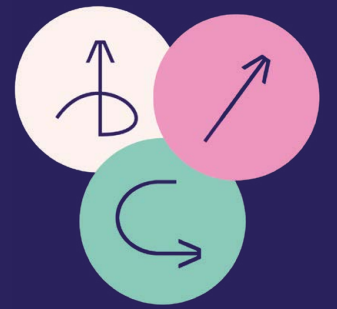
End Point Assessment (EPA)
Progression IAG session



Achievement



What will you learn?



Support the provision of care

- ✓ Ensure that both yourself and other employees achieve the tasks and responsibilities of your job roles
- ✓ Support with individuals' social activities
- ✓ Ensure that both yourself and other employees monitor health
- ✓ Assist with eating, mobility and personal care, according to the individual's personal care/support plan, and support other team members in doing so
- ✓ Access, follow and be compliant with regulations and organisational policies and procedures, and ensure that your team also do so

Manage capability

- ✓ Understand your teams' professional boundaries and limits of their training and expertise
- ✓ Encourage others to ask for help from an appropriate person when not confident or skilled in any aspect of their role

Implement person-centred care plans

- ✓ Provide individuals with information to enable them to have choices about the way they are supported, ensuring compliance with the relevant statutory standards and codes of practice for your role
- ✓ Understand the 'duty of care' in practice
- ✓ Encourage individuals to participate in the way their care and support is delivered
- ✓ Contribute towards the development and creation of care plans which are underpinned by the individual's support preferences
- ✓ Identify, respond to and escalate changes to physical, social, and emotional needs of individuals, contributing to the ongoing development of care/support plans and support with cognitive, physical or sensory impairments

Additional pathways



- ✓ General pathway
- ✓ Dementia pathway
- ✓ Learning disabilities pathway
- ✓ Mental health pathway
- ✓ Substance Misuse pathway
- ✓ Supported living

Modules of learning

Module 1

The importance of continuous development and personal well-being +

- Introduction – SA, assessments and structure of apprenticeship. Expectations to be discussed.
- Understand what is required to be competent in own role, the value of reflective practice and continuous development
- Understand own well-being, the importance of maintaining and improving own well-being

Module 2

Agreed ways of working and working in partnership +

- Understand agreed ways of working and understand working relationships in care settings
- Understand own and other workers professional boundaries and limits, training and expertise
- Understand what a professional relationship is



Module 3

Duty of care and safeguarding +

- Understand how duty of care contributes to safe practice
- How to address conflicts or dilemmas that may arise
- How to recognise and respond to adverse events, incidents, errors and near misses
- Understand the national and local context of safeguarding and protection from abuse and neglect
- Understand how to recognise signs of abuse and neglect
- Understand ways to reduce the likelihood of abuse or neglect occurring
- Understand the principles of online safety



Module 4

Communication and handling information +

- Understand why effective communication is important in the work setting and the variety in peoples' communication needs and preferences
- Understand the role of independent advocacy services in supporting individuals' to communicate their wishes, needs and preferences and understand confidentiality
- Understand requirements for handling information and how to implement good practice in handling information



Module 5

Equality, Diversity, Inclusion and Human Rights +

- Understand influencers on working practices to promote equality, diversity, inclusion and human rights
- Understand the importance of equality, diversity, inclusion and human rights within your work setting
- Understand how to promote equality, diversity, inclusion, and human rights in own setting and work in an inclusive way

Module 6

Health and Safety +

- Understand own responsibilities, and the responsibilities of others, relating to health and safety
- Understand procedures for responding to accidents and sudden illness
- Understand how to move and handle equipment and other objects safely
- How to handle hazardous substances and materials
- Understand how to promote fire safety in the work setting



Module 7

Mental capacity and restrictive practice +

- Understand the principles and application of principles of mental capacity and consent
- Understand restrictive practices in care settings
- Understand the importance and key elements of the Mental Capacity Act 2005 (to include restraint)
- Understand the importance of complying with the Mental Capacity Act 2005 Code of Practice when working with individuals who lack capacity

Module 8

Person centred practice +

- Understand the application of person-centred practices
- Be able work in a person centred way and understand the importance of individuals' relationships

Module 9

Choice and independence and importance of health and well-being +

- Understand how to promote individuals' rights to make choices and independence
- Understand the role of risk assessments in promoting a person-centred approaches, choice and independence
- Understand the importance of individuals' well-being and how to monitor individuals' health

Module 10

Infection prevention and control +

- Understand how to prevent and control the spread of infection

Module 11

Pathway specific +

- See additional pathways on page 5

Module 12

Behaviours +

- You will treat people with dignity, respecting individual's diversity, beliefs, culture, values, needs, privacy and preferences
- Show respect and empathy for those you work with
- Have the courage to challenge areas of concern and work to best practice
- Be adaptable, reliable and consistent
- Show discretion; show resilience and self-awareness

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Your career is a journey Take the next step



Make an impact +

We're all about making an impact, be that individuals making an impact through their day-to-day work, or by organisations making their impact on our economy.

As a national training provider, we make this impact throughout the UK, with expertise in childcare, healthcare, clinical and business skills apprenticeships.

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