

Leader in Adult Care



Level 5



18 months

Occupation profile

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.

As a Leader in Adult Care you will be responsible for ensuring the service is safe, effective, caring, responsive to people's needs and well-led. You 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 also be responsible for ensuring regulatory compliance of the care given and the values and training of staff with established standards and regulations.

Leaders in Adult Care may work in residential or nursing homes, domiciliary care, community day centres, a person's own home or some clinical healthcare settings. The role of Leader in Adult Care in this standard also covers Personal Assistants who operate in a management role but they may only work directly for one individual who needs support and/or care services.

Entry requirements

This role is subject to the Disclosure and Barring Service process.

Programme qualifications & requirements

Level 5 Diploma in Leadership and Management for Adult Care.

Level 2 English and maths if not already held
20% off the job training.



Details of programme

It takes a minimum of 18 months to complete this apprenticeship during which you will participate in:

- Induction which is specific to your workplace
- Study days and training courses
- Mentoring/buddy support
- Completion of a portfolio through which you gather evidence of your progress
- Completing 20% off the job training
- Structured one to one reviews of your progress with your employer and/or Dynamic Training

Programme curriculum

Introduction to models and cycles of reflective practice

Theories and models of:

- Safeguarding: legislation and national and local solutions
- Leadership and management
- Communication theories to include strategies to enhance communication including technology
- Legal and ethical frameworks in relation to confidentiality and information sharing
- Manage safeguarding, protection and risk in adult social care
- Principles of professional development
- Supervision and performance management and features of effective team performance
- Working in partnership in adult social care
- Models of monitoring, reporting and responding to changes in health and well being
- Dignity and human rights – legislation and policy initiatives on promotion of equality, diversity and inclusion

The following personal attributes and behaviours are expected of a Leader in Adult Care

Care – is caring consistently and enough about individuals to make a positive difference to their lives

Compassion – is delivering care and support with kindness, consideration, dignity, empathy and respect

Courage – is doing the right thing for people and speaking up if the individual they support is at risk

Communication – good communication is central to successful caring relationships and effective team working

Competence – is applying knowledge and skills to provide high quality care and support

Commitment – to improving the experience of people who need care and support ensuring it is person centred

A Leader of Adult Care must have knowledge of

Tasks and responsibilities

Statutory frameworks, standards, guidance and Codes of Practice which underpin practice in relation to the safe delivery of services

Systems and processes needed to ensure compliance with regulations and organisational policies and procedures including health and safety and risk management

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

Communication

Legal and ethical frameworks in relation to confidentiality and sharing information

Range of tools and strategies to enhance communication including technology

Safeguarding

Legislation, national and local solutions for the safeguarding of adults and children including reporting
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 own 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 and their application to adult care

Features of effective team performance

A Leader of Adult Care must develop skills in

Tasks and Responsibilities

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 life of individuals

Encourage and enable both staff and people who access care and support to be involved in the coproduction 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 practices to create and sustain a culture that actively champions dignity and respects diversity, 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 well-being 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 their 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

Assessment gateway

Your employer will make the decision as to when you are ready to undertake the end point assessment.

Before going forward for end point assessment you must have:

- Achieved Level 2 English and maths if not already held
- Achieved Level 5 Diploma in Leadership and Management for Adult Care
- Consistently working at or above the level set within the standard
- Achieved 20% off the job training



End point assessment

Following successful completion of the Gateway, you will proceed to end point assessment (EPA). The EPA is undertaken by an independent assessment organisation chosen by your employer within a 3 month period of meeting the assessment gateway requirements

The End Point assessment components are:

Assessment Method	Format
Observation of Leadership	Observation 60 minutes (+ 10%) plus 15 minutes for post observation question session
Professional Discussion	60 minutes (+ 10%)

Assessment outcomes for each element are fail, pass and distinction. The independent assessor must combine the grades of both assessment methods to determine the overall EPA grade.