

Lead Adult Care Worker Level 3 Programme Plan

Duration: 8–15 months



OFF-THE-JOB LEARNING ACTIVITIES

Learners complete approximately 348 hours of Off-the-Job Learning throughout the apprenticeship. This learning takes place during paid working hours and supports the development of apprenticeship knowledge, skills and behaviours.

Activities include:

Core Learning

- Interactive workshops
- Independent research and study
- Reflective practice
- Portfolio development
- Professional discussions

Workplace Learning

- Shadowing managers and senior care staff
- Participation in multidisciplinary meetings
- Supporting appraisals and supervision activities
- Observing assessment and care planning processes
- Partnership working with external professionals
- Developing and understanding risk assessments

Leadership Development

- Mentoring colleagues
- Supporting service improvement activities
- Participating in safeguarding reviews
- Quality assurance activities
- Leading elements of care delivery
- Contributing to team meetings and audits

Professional Development

- Research into legislation and best practice
- Career planning activities
- CPD activities
- Reflective learning journals
- Mandatory organisational training

PROGRAMME STRUCTURE

The Lead Adult Care Worker Level 3 apprenticeship develops the knowledge, skills and behaviours required to provide high-quality, person-centred care whilst leading and supporting others within adult care settings.

The apprenticeship is delivered through:

- Interactive workshops
- Workplace competency development
- Portfolio-based assessment through OneFile
- Specialist learning activities
- One-to-one coaching and support
- Formal progress reviews

Learning is applied directly within the workplace to develop occupational competence and leadership capability.

ASSESSMENT METHODS

Assessment is portfolio-based and demonstrates competence in both knowledge and workplace practice.

Examples include:

- Knowledge workbooks
- Professional discussions
- Reflective accounts
- Workplace observations
- Witness testimonies
- Case studies
- Scenario-based activities
- Learning journals
- Work-based evidence



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Total off the Job Hours: 348

PROGRAMME DELIVERY

The programme combines apprenticeship learning, workplace practice and leadership development to support occupational competence.

Topics include:

- Safeguarding
- Mental capacity and restrictive practice
- Duty of care
- Effective communication
- Handling information
- Person centred practice
- Choice and independence
- Health and wellbeing
- Equality, diversity, inclusion and human rights
- Health and safety (general)
- Infection prevention and control
- Health and safety (topics)
- Continuous development
- Personal wellbeing

Additional diploma units are selected to reflect the learner's role, responsibilities and future career aspirations.

END-POINT ASSESSMENT (EPA)

The apprenticeship concludes with an independent End-Point Assessment. Learners receive dedicated EPA preparation including mock assessments, professional discussion practice and self-assessment activities.

Assessment includes:

- Multiple-choice assessment
- Professional discussion
- Portfolio evidence review

Successful apprentices achieve the nationally recognised:

Lead Adult Care Worker Level 3 Apprenticeship Standard.

PROGRESSION OPPORTUNITIES

Following successful completion, learners may progress to:

- Leader in Adult Care Level 5
- Deputy Manager roles
- Care Coordinator positions
- Registered Manager pathways
- Safeguarding Lead roles
- Dementia specialist roles
- Mental Health Support roles
- Workplace Trainer or Care Coach positions
- Allied Healthcare assistant roles

PROGRAMME OUTCOME

Apprentices will be able to:

- Lead and support high-quality care delivery
- Promote person-centred practice
- Supervise and mentor colleagues effectively
- Apply safeguarding and risk management principles
- Support individuals to achieve positive outcomes
- Promote equality, diversity and inclusion
- Lead by example and uphold professional standards
- Contribute to service improvement and quality assurance activities
- Work effectively with multidisciplinary teams
- Support the delivery of safe, effective and compassionate care

 **Dynamic Training**

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