

# Lead Adult Care Worker Level 3

**Apprenticeship Standard**

# Overview



Lead Adult Care Workers are the frontline staff who help adults with care and support needs to achieve their personal goals and live as independently and safely as possible, enabling them to have control and choice in their lives. In addition, Lead Adult Care Workers have responsibility for providing supervision, frontline leadership, guidance and direction for others.

Typical job titles include:

- Care Officer
- Care Supervisor
- Senior Care Worker
- Senior Support Worker
- Relief Team Leader
- Social Work Assistant
- Social Services Officer
- Outreach Development Worker
- Community Support Worker
- Community Development Worker
- Family Support Worker or Personal Assistant

Lead Adult Care Workers may work in residential or nursing homes, domiciliary care, day centres or NHS settings eg GP surgeries, community clinics or district nursing services.

## **Duration:**

18 months + 3 months for the End Point Assessment

## **Entry Guidelines:**

English & maths at GCSE grade A\*-C/4-9 or Functional Skills level 2

NB All apprenticeship standards require apprentices to provide evidence of their English and maths grades before they can progress through the Gateway to their End Point Assessment and achieve the apprenticeship qualification.





# Adult Care Worker Level 3

## Course Overview

Pre-programme	→ On Programme Learning covering Skills, Knowledge & Behaviours	→ Gateway	→ Independent End Point Assessment
Initial assessment English & Maths	Diploma in Adult Care Level 3 Service User Testimony	<ul style="list-style-type: none"> <li>English Level 2</li> <li>Maths Level 2</li> </ul>	<ul style="list-style-type: none"> <li>Situational Judgement test (multiple choice)</li> </ul>
Skills Scan	Portfolio of evidence to be built during the programme	<ul style="list-style-type: none"> <li>E-portfolio of evidence</li> </ul>	<ul style="list-style-type: none"> <li>Professional Discussion</li> </ul>
Induction with Trainer Assessor	On programme Assessments & Reviews: <ul style="list-style-type: none"> <li>Online learning assessments</li> <li>2-3 weekly sessions with Trainer Assessor.</li> <li>8-10 weekly Progress Reviews with apprentice and employer.</li> </ul>		

# Course Details

This apprenticeship programme is designed to develop the knowledge, skills and behaviours required to be an effective Lead Adult Care Worker.

## The Knowledge element of the course will cover:

### Unit 1: The Lead Adult Care Worker Must Know and Understand:

- Relevant statutory Standards and Codes of Practice for the apprentice's role
- How to create and develop a care plan based on the person's preferences in the way they want to be supported
- How to monitor, plan, review a care plan in response to changing physical, social, and emotional needs of individuals
- How to lead and support others to ensure compliance with regulations and organisational policies and procedures

### Unit 2: The Importance of Having the Right Values and Behaviours

- How to ensure that dignity is at the centre of all work with individuals and their support circles
- The importance of respecting diversity, the principles of inclusion and treating everyone fairly

### Unit 3: The Importance of Communication

- The barriers to communication and be able to both identify, and determine, the best solutions to achieve success when communicating with the individual they are supporting
- The role of advocates and when they might be involved
- Their own, and other workers' responsibilities for ensuring confidential information is kept safe

### Unit 4: How to Support Individuals to Remain Safe from Harm (Safeguarding)

- What abuse is and what to do when they have concerns someone is being abused
- The national and local strategies for safeguarding and protection from abuse
- How to recognise and prevent unsafe practices in the workplace
- The importance and process of whistleblowing, being able to facilitate timely intervention

# Course Details

## Unit 5: How to Champion Health and Wellbeing for the Individuals They Support and Work colleagues

- What to do when there is an accident or sudden illness and take appropriate action
- What to do with hazardous substances
- How to promote fire safety and how to support others to do so
- How to reduce the spread of infection and support others in infection prevention and control
- How to use and promote with others where relevant, risk assessments to enable a person-centred approach to delivering care

## Unit 6: How to Work Professionally, Including Their Own Professional Development of Those They Support and Work Colleagues

- How to work with other people and organisations in the interest of the person being supported
- How to demonstrate the importance of excellent core skills in writing, numbers and information technology
- How to carry out research relevant to individuals' support needs and share with others
- How to access and apply specialist knowledge when needed to support performance in the job role



# Skills & Behaviours

The **Skills & Behaviours** element of the apprenticeship is to be completed with support from a Trainer Assessor making periodic visits to the apprentice in the workplace. The Trainer Assessor will support and guide the apprentice to ensure that they are developing the skills and competency required in accordance with the apprenticeship standard. The apprentice will use the e-portfolio system called OneFile to build a portfolio of work throughout the development stage, which is a key component of End Point Assessment and demonstrates their occupational competency.

## English & Maths

English and maths will be naturally embedded within this apprenticeship, a summary of which as follows:

### English

- Written assignments
- Reading articles
- Actively listening to others
- Communicating with a variety of individuals from a diverse range of backgrounds.

### Maths

- Time management
- Data management that may be relevant to a variety of projects



# Gateway



Once the apprentice has completed all the required elements of the apprenticeship and their manager and Trainer / Assessor agree that they are ready for the end point assessment, they will progress through the Gateway to undertake their End Point Assessment.

A completed portfolio of evidence is a compulsory End Point Assessment (EPA) gateway requirement that supports the Professional Discussion component.



# End Point Assessment

The End Point Assessment must only start once the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard, that means they have achieved occupational competence.

**End Point Assessment (EPA) normally takes 3 months to complete and consists of:**

End Point Assessment (EPA) normally takes 3 months to complete and consists of:

1. **Situational Judgement test** (multiple-choice questions)
2. **Professional discussion** (a structured discussion between independent assessor and apprentice)

The purpose of the professional discussion is to determine the extent to which the apprentice understands the requirements of his/her role as defined by the apprenticeship standard and to explore them through discussion.

The apprentice will achieve a grade of pass or fail for this component of the end-point assessment that will contribute towards the overall apprenticeship grading award.





# Grading & Progression



## Apprenticeship grading

The available grades for this apprenticeship programme are **Pass or Fail**.

## Where can apprentices progress to?

On completion of the apprenticeship, apprentices will be able to progress their career in the care sector. They may progress to higher level positions or supervisory/management roles or apprenticeship.





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