



Lead Adult Care Worker Apprenticeship

Level: 3 Duration: 18 to 24 months

Occupational Profile Lead Adult Care Workers are the front line 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, front line leadership, guidance and direction for others, or working autonomously, exercising judgement and accountability. As a Lead Adult Care Worker you will make a positive difference to someone's life when they are faced with physical, practical, social, emotional or intellectual challenges. You will be expected to exercise judgement and take appropriate action to support individuals to maintain their independence, dignity and control. By providing leadership, guidance and direction at the front line of care delivery you will be instrumental in improving the health and well being of those receiving care and support. Lead Adult Care Workers will in some circumstances have delegated responsibility for the standard of care provided and may supervise the work of other care workers. This exercising of autonomy and accountability means leading and supporting others to comply with expected standards and behaviours. Lead Adult Care Workers may work in residential or nursing homes, domiciliary care, day centres or some clinical healthcare settings. As well as covering Lead Adult Care Workers this standard also covers Lead Personal Assistants who can work at this senior level but they may only work directly for one individual who needs support and/or care services, usually within their own home.

Entry Criteria: Applicants will be assessed and interviewed to demonstrate that they have the ability to cover the range required by the apprenticeship standard, at work. In addition, the apprentices are expected to carry out initial assessments in English and Maths where they would be expected to achieve Level 1 in both subject areas. If an apprentice has a GCSE in Maths and English or ICT at A*- C, they don't need to complete functional skills as a part of the apprenticeship.

Delivery Model: This apprenticeship standard can be delivered in a number of ways:

- At the employer site
- At the college campus
- It can be delivered to a cohort of learners or as one to one individual training
- The course is a roll on roll off programme which means that we can start this at any point in the year

Progression: Completing this apprenticeship programme with its transferable skills will enable progression into roles such supervisory or management roles

Additional information: There are no entry requirements to the apprenticeship but employers may run their own selection process. Apprentices without Level 1 English and Maths will need to achieve this level and take the test for Level 2 English and Maths prior to completion of their Apprenticeship.

As part of the apprenticeship the learners are expected to complete level 3 diploma in adult care and also achieve level 2 functional skills in Math and English (if they haven't already got the required level of Math and English)

Values

You will be caring and compassionate; honest; conscientious and committed

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

Knowledge

Main Tasks

You will know and understand:

- Their job roles and other worker roles relevant to the context of the service in which they are working. This could include supporting with social activities, monitoring health, assisting with eating, mobility and personal care
- Both their own and other workers professional boundaries and limits training and expertise
- Relevant statutory Standards and Codes of Practice for their role

- What the 'Duty of Care' is in practice
- 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

Right Values and Behaviours

You will know and understand:

- 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

Communication

You will know and understand:

- 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
- How to communicate clearly both verbally and non-verbally and able to influence others to maximise the quality of interaction

- The role of advocates and when they might be involved
- Their own, and other workers' responsibilities for ensuring confidential information is kept safe

Safeguarding

You will know and understand:

- 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
- What to do when receiving comments and complaints ensuring appropriate and timely actions takes place

- How to recognise and prevent unsafe practices in the workplace
- The importance and process of whistleblowing, being able to facilitate timely intervention
- How to address and resolve any dilemmas they may face between a person's rights and their safety

Health and Well being for the Individuals and Work Colleagues they Support

You will know and understand:

- The health and safety responsibilities of self, employer and workers
- How to keep safe in the work environment
- 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

Personal and People Development

You will know and understand:

- What a professional relationship is with the person being supported and colleagues
- How to work with other people and organisations in the interest of the person being supported
- How to be actively involved in their own personal development plan and, where appropriate, other workers' personal development plans
- How to demonstrate the importance of excellent core skills in writing, numbers and information technology
- How to develop and sustain a positive attitude and address signs and symptoms of stress in self and other colleagues
- How to carry out research relevant to individuals' support needs and share with others
- How to access and apply good practice relating to their role
- How to access and apply specialist knowledge when needed to support performance in the job role

Skills

Main Tasks and Responsibilities according to their Job Role

You will be able to:

- Support individuals they are working with according to their personal care/support plan
- Take the initiative when working outside normal duties and responsibilities
- Recognise and access help when not confident or skilled in any aspect of the role that they are undertaking
- Implement/facilitate the specialist assessment of social, physical, emotional and spiritual needs of individuals with cognitive, sensory and physical impairments
- Contribute to the development and ongoing review of care/support plans for the individuals they support
- Provide individuals with information to enable them to exercise choice on how they are supported
- Encourage individuals to actively participate in the way their care and support is delivered
- Ensure that individuals know what they are agreeing to regarding the way in which they are supported
- Lead and support colleagues to understand how to establish informed consent when providing care and support
- Guide, mentor and contribute to the development of colleagues in the execution of their duties and responsibilities

Treat people with respect and dignity and honour their human rights

You will be able to:

- Demonstrate dignity in their working role with individuals they support, their families, carers and other professionals
- Support others to understand the importance of equality, diversity and inclusion in social care
- Exhibit empathy for individuals they support, i.e. understanding and compassion
- Exhibit courage in supporting individuals in ways that may challenge their own cultural and belief systems

Communication

You will be able to:

- Demonstrate and promote to other workers excellent communication skills including confirmation of understanding to individuals, their families, carers and professionals
- Use and facilitate methods of communication preferred by the individual they support according to the individual's language, cultural and sensory needs, wishes and preferences
- Take the initiative and reduce environmental barriers to communication
- Demonstrate and ensure that records and reports are written clearly and concisely
- Lead and support others to keep information safe, preserve confidentiality in accordance with agreed ways of working

Safeguarding

You will be able to:

- Support others, to recognise and respond to potential signs of abuse according to agreed ways of working
- Work in partnership with external agencies to respond to concerns of abuse
- Lead and support others to address conflicts or dilemmas that may arise between an individual's rights and duty of care
- Recognise, report, respond to and record unsafe practices and encourage others to do so

Champion health and well being for the individuals they support

You will be able to:

- Lead and mentor others where appropriate to promote the wellbeing of the individuals they support
- Demonstrate the management of the reduction of infection, including use of best practice in hand hygiene
- Promote healthy eating and well being by supporting individuals to have access to fluids, food and nutrition
- Carry out fire safety procedures and manage others to do so
- Develop risk assessments and use in a person centred way to support individuals safely including moving and assisting people and objects
- Manage, monitor, report and respond to changes in the health and well being of the individuals they support

Work professionally and seek to develop their own professional development

You will be able to:

- Take the initiative to identify and form professional relationships with other people and organisations
- Demonstrate, manage and support self and others to work within safe, clear professional boundaries
- Take the initiative to evaluate and improve own skills and knowledge through reflective practice, supervision, feedback and learning opportunities
- Demonstrate continuous professional development
- Carry out research relevant to individuals support needs and share with others
- Demonstrate where necessary mentoring and supervision to others in the workplace
- Demonstrate good team/partnership working skills
- Demonstrate their contribution to robust recruitment and induction processes

End Point Assessment

Registration as an Apprentice

