

# Leader in Adult Care Standard Level 5

## Occupational Profile

The Leader in Adult Care 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. They will be a leader of the care team and will develop and implement a values-based culture at a service or unit level. They may be responsible for business development, financial control, organisational resilience and continuity as well as for managing risk and leading on organisational change. Job titles will include registered, assistant, deputy, unit or service manager.

## Progression

Learners could progress to a variety of management roles in adult care or to further or higher education.

Learners could progress to the following job roles and responsibilities:

- Manager
- Deputy Manager
- Assistant Manager
- Case Manager.

## Entry Requirement

There are no formal entry requirements for this qualification, but learners will need to be at least 19 years of age. It is also recommended that they hold a Level 3 or above qualification in a related area. Be able to demonstrate at least level 1 competency in Math and English if GCSE Grade A-C not achieved.

## Personal Attributes

These are the personal attributes and behaviours expected of all Leaders in Adult Care carrying out their roles:

- 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

Apprenticeship On-programme (typically 21-24 months)	<ul style="list-style-type: none"> <li>On-the-job training and assessment throughout the programme.</li> <li>Off-the-job training to acquire the required knowledge and skills.</li> <li>Level 5 Diploma in Leadership and Management for Adult Care</li> </ul>
End Point Assessment Gateway	<ul style="list-style-type: none"> <li>Employer confirms the apprentice is consistently working at or above the full level of the standard.</li> <li>Apprentice has passed Level 5 Diploma in Leadership and Management for Adult Care.</li> <li>Apprentice has passed Level 2 English and maths.</li> </ul>
End Point Assessment. Takes place within three months of passing through end-point assessment gateway	<p>Complete:</p> <ul style="list-style-type: none"> <li>Observation of Leadership</li> <li>Professional discussion</li> <li>Final decision and grade confirmed as Fail, Pass or Distinction</li> </ul>

### Knowledge and skills needed for the qualification:

Knowledge	What the Leader in Adult Care on completion must know and understand:
<b>Tasks and responsibilities</b>	<p>Statutory frameworks, standards, guidance and Codes of Practice which underpin practice in relation to the safe delivery of services</p> <p>Systems and processes needed to ensure compliance with regulations and organisational policies and procedures including health and safety and risk management</p> <p>Principles of risk management, assessment and outcome based practice</p> <p>Principles and underpinning theories of change management including approaches, tools and techniques that support the change process</p> <p>Legislative and regulatory frameworks which inform quality standards</p> <p>Theories and models that underpin performance and appraisal including disciplinary procedures</p>
<b>Dignity and human rights</b>	Legislation and policy initiatives on the promotion of diversity, equality and inclusion in services they lead
<b>Communication</b>	<p>Legal and ethical frameworks in relation to confidentiality and sharing information</p> <p>Range of tools and strategies to enhance communication including technology</p>
<b>Safeguarding</b>	<p>Legislation, national and local solutions for the safeguarding of adults and children including reporting requirements</p> <p>The elements needed to create a culture that supports whistleblowing in the organisation</p>
<b>Health and wellbeing</b>	Models of monitoring, reporting and responding to changes in health and wellbeing
<b>Professional development</b>	<p>Goals and aspirations that support own professional development and how to access available opportunities</p> <p>Elements needed to create a culture that values learning, professional development, reflective practice and evidence based practice</p> <p>Systems and processes necessary to ensure professional development opportunities are identified, planned, sourced, evaluated and recorded for workers</p>
<b>Leadership</b>	Theories of management and leadership and their application to adult care

	Features of effective team performance
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<b>Skills</b>	<b>What the Leader in Adult Care on completion must know and understand:</b>
<b>Tasks and responsibilities</b>	<p>Develop and apply systems and processes needed to ensure compliance with regulations and organisational policies and procedures</p> <p>Implement strategies to support others to manage the risks presented when balancing individual rights and professional duty of care</p> <p>Develop and apply systems and processes that monitor and sustain quality of the service, including assessments, care plans and service delivery</p> <p>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</p> <p>Encourage and enable both staff and people who access care and support to be involved in the co-production of how the service operates</p> <p>Manage all resources in delivering complex care and support efficiently and effectively</p>
<b>Dignity and human rights</b>	<p>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</p> <p>Develop and lead a culture that values courage in working in ways that may challenge workers' own cultural and belief systems</p>
<b>Communication</b>	<p>Develop and implement organisational processes to ensure that records and reports are written clearly and concisely and to keep information safe and preserve confidentiality</p> <p>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</p>
<b>Safeguarding</b>	<p>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</p> <p>Monitor and evaluate the effectiveness of organisational policies, systems and processes for safeguarding</p>
<b>Health and wellbeing</b>	<p>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</p> <p>Implement health and safety and risk management policies, procedures and practices to create a culture that values health and well-being in the organisation</p> <p>Monitor, evaluate and improve health, safety and risk management policies and practices in the service</p>
<b>Professional development</b>	<p>Apply evaluated research and evidence-based practice in own setting</p> <p>Take initiative to research and disseminate current drivers in the adult care landscape</p> <p>Embed systems to improve performance of self and/or work colleagues through supervision, reflective practice and learning and development opportunities</p>
<b>Leadership</b>	<p>Show a well-developed sense of their own behaviour and impact on others modelling a values-based culture</p>

	<p>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</p> <p>Adopt a team approach, recognising contributions of team members and able to lead a team where required</p>
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### Qualification Structure:

In order to show links between units and aid holistic delivery and assessment we have structured the mandatory units around the following eight themes:

Theme 1	Leadership and management roles and responsibilities
Theme 2	Governance and quality assurance
Theme 3	Working with others
Theme 4	Person-centred practice for positive outcomes
Theme 5	Professional development, supervision and performance management
Theme 6	Safe ways of working, protection and risk
Theme 7	Managing and developing self
Theme 8	Vision and strategy

Please see the unit list for details about which units are grouped under each of the themes.

Learners must achieve:

**20 mandatory units (75 credits)** and the remaining 15 credits from the optional units to achieve a minimum of 90 credits in total.

### Apprenticeship Grading

Independent assessors must individually grade each assessment method – fail, pass or distinction, according to the requirements set out in this plan. Restrictions on grading apply where the apprentice re-sits/re-takes an assessment method – see re-sit/re-take section below.

**Duration:** - The apprenticeship will take a minimum of 18 -21 months to complete depending on experience.

**Progression:** Upon completion of this Apprenticeship the Learner will be able to 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. They will be a leader of the care team and will develop and implement a values-based culture at a service or unit level. They may be responsible for business development, financial control, organisational resilience and continuity as well as for managing risk and leading on organisational change

### Cost: £7,000

- If you are a Levy payer, this will come out of your Levy account. If you are a non levy payer, the government via the ESFA will pay 95% of the programme and the remaining 5% will be paid by you within the first 3 months of the programme.
- As of 1st April 2024, if your learner is aged 21 or under and you are a non levy employer that is classed as a small or medium sized business, the government will pay for the remaining 5% co investment.
- If your learner is 16-18, your company will receive an incentive payment of £1000 which is paid in two instalments to support the learning programme.
- There is no cost to the apprentice.

For further information under no obligation please contact Anne Snell – Apprenticeship & WBL Manager at [anne.snell@buckinghamshire.gov.uk](mailto:anne.snell@buckinghamshire.gov.uk) or 01296 38 3467