Level 3 Lead Adult Care Worker Apprenticeship
Course Fact Sheet

About: The programme prepares individuals for frontline care duties with vulnerable adults. Individuals typically work with users of services in a range of care and support settings including day care, residential care, dementia services, learning disabilities services and also in individuals' own homes. The programme is also designed for care workers taking on responsibility for supervision, guidance and frontline leadership.

Typical roles include Care Officer, Care Supervisor, Senior Care Worker, Senior Support Worker, Community Support Worker, Community Outreach Worker.
As part of the Lead Adult Care Worker learners will complete the Diploma in Adult Care in part fulfilment of the Apprenticeship.

Length: The course is 18 months plus 3 months for the Apprenticeship Assessment (AA). The AA is an independent assessment that takes place at the end of the apprenticeship. It is carried out by another organisation. Learners need to allocate **6 hours a week** to the apprenticeship, which is split between teaching and workshops, self -paced learning and the practical application of skills.

Model of Delivery: The apprenticeship is delivered through monthly workshops, some face to face, some online. Each learner is allocated an assessor who will work with them and support them throughout the apprenticeship journey. There will also be monthly 1:1 meetings between learner and assessor and 12 weekly periodic reviews between assessor, learner and line manager.

Modules and Content:
The programme comprises a total of 58 credits. 39 credits arise from the mandatory units outlined below. The remaining 19 credits arise from optional units. Each employer may tailor the optional units to meet the care needs of clients within their care setting

Workshop induction
- Introduction to the Apprenticeship
- Study Skills
- Introduction to Aptem
- Introduction to Reflection and reflective practice

Promoting effective communication in care settings
- Understand why effective communication is important in the work setting
- Understand the variety in people's communication needs and preferences
- Be able to communicate effectively with others
- Be able to meet the communication and language needs, wishes and preferences of individuals

Principles of duty of care in care settings
- Understanding confidentiality in care settings
- Duty of care and contribution to safe practice
- How to address conflicts or dilemmas that may arise between an individual rights and the duty of care
- Responding to concerns and complaints
- Responding and preventing adverse events, incidents, errors and near misses

Effective handling of information in Care Settings
- Requirements for handling information in care settings
- Best practice for handling information

Principles of safeguarding and protection in care settings
- Understand the national and local context of safeguarding and protection from abuse and neglect
- Know how to recognise signs of abuse and neglect
- Understand ways to reduce the likelihood of abuse and neglect occurring
- Know how to respond to suspected or disclosed abuse and neglect
- Know how to recognise and report unsafe practices
- Understand the principles of online safety

Promoting person centred practice in care settings
- Understand the application of person-centred practices in care settings
- Understand the importance of individuals' relationships
- Be able to work in a person-centred way

Promoting choice and independence in care settings
- Be able to promote individual's rights to make choices
- Be able to promote individuals' independence
- Understand the role of risk assessments in promoting person-centred approaches, choice and independence

Promoting individuals' health and wellbeing in care settings
- Understand the importance of individuals' wellbeing
- Know how to monitor individual's health
- Be able to assess and respond to changes in an individual's health and wellbeing

- Be able to promote individuals' health and wellbeing
- Understand own wellbeing, self-care and resilience
- Understand the importance of maintaining and improving own wellbeing
- Understand the relationship between resilience, health and wellbeing

Promoting Equality, Diversity, Inclusion and Human Rights in Care Settings
- Understand influencers on working practices to promote equality, diversity, inclusion and human rights
- Understand the importance of equality, diversity, inclusion and human rights in own work setting
- Know how to promote equality, diversity, inclusion and human rights
- Be able to work in an inclusive way

Promoting Health and Safety in Care Settings
- Understand own responsibilities, and the responsibilities of others, relating to health and safety
- Understand procedures for responding to accidents and sudden illness
- Be able to carry out own responsibilities for health and safety
- Be able to move and handle equipment and other objects safely
- Be able to handle hazardous substances and materials
- Be able to promote fire safety in the work setting

Continuous Professional Development (CPD) in care settings
- Know what is required for competence in own work role
- Be able to demonstrate commitment to own development
- Understand the value of reflective practice
- Be able to use reflective practice to improve ways of working

Promoting personal wellbeing
- Understand the importance of maintaining and improving own wellbeing
- Understand the relationship between resilience, health and wellbeing
- Know how to maintain and improve own wellbeing
- Know how to manage own stress and anxiety

Promoting infection prevention and control in care settings
- Understand how to prevent and control the spread of infection
- Be able to prevent and control the spread of infection

Care worker responsibilities and ways of working
- Understand agreed ways of working
- Be able to work in partnership with others
- Understand working relationships in care

The Principles of mental capacity and restrictive practice in care settings
- Understand the principles of mental capacity

- Understand the impact of recognition and diagnosis of dementia
- Understand how dementia care must be underpinned by a person-centred approach

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