



ADULT CARE

When it comes to care, we hold it close to our hearts ensuring learners are fully supported so they can support the people they care for. We are an endorsed Skills for Care provider and been given a mark of quality for our commitment to providing high-quality learning and development for the adult social care sector.

Whether you are looking to upskill an existing team member or recruit a new apprentice, we're here for you.



**CALL
NOW**

Call our friendly team now on **01275 876733**
for more information and to get started.

ADULT CARE WORKER

Duration

12 months + 6 months EPA

Overview

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.

To work in care is to make a positive difference to someone's life when they are faced with physical, practical, social, emotional or intellectual challenges. Adult Care Workers need to have the right values and behaviours developing competences and skills to provide high quality compassionate care and support. They 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 which is at the heart of person centred care.

Job roles are varied and determined by and relevant to the type of the service being provided and the person supported. Adult Care Workers may work in residential or nursing homes, domiciliary care, day centres, a person's own home or some clinical healthcare settings.

Job titles include

Care assistant, care worker, support worker, personal assistant, relief team worker, support worker – supported living, key worker in residential settings, key worker in domiciliary services, key worker in day services, home care support worker, substance misuse worker, learning disability support worker, mental health support worker, mental health outreach worker and re-enablement worker.

Entry requirements

The apprentice must be aged 16 years or over, living in England and not in a full-time education. The apprentice will be required to undertake a DBS check, must be employed and working more than 16 hours per week.



Modules

The apprentice will be expected to complete 9 mandatory diploma units as listed below.

- communication in care settings
- handle information in care settings
- personal development in care settings
- implement person-centred approaches in care settings
- equality and inclusion in care settings
- health, safety and wellbeing in care settings
- responsibilities of a care worker
- duty of care
- safeguarding and protection in care settings

Qualifications earned

Upon successful completion of this apprenticeship, the apprentice will be awarded the following:

- **Highfield Level 2 Diploma in Care (RQF)**
- **Adult Care Worker Standards**
- **Functional Skills in Maths and English Level 1 or 2 (if applicable)**

How to apply?



Apply for this apprenticeship at any time of the year by calling our friendly team on **01275 876733** or email **info@bcelearn.co.uk**

LEAD ADULT CARE WORKER

Duration

18 months + 6 months EPA

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, 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 frontline of care delivery you will be instrumental in improving the health and wellbeing 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.

Job titles include

Care Officer, Care Supervisor, Senior Care Worker, Supervising Care Worker, Senior Support Worker, Relief Team Leader, Social Work Assistant, Social Services Officer, Outreach Development Worker, Community Support Worker, Community Outreach Worker, Community Development Worker, Family Support Worker or Personal Assistant. These could all specialise in a variety of areas such as learning disability, mental health, drug and alcohol misuse, homecare, dementia and end-of-life care.

Entry requirements

Achieved Level 2 English and Maths before taking the end-point assessment. The apprentice must be aged 16 years or over, living in England and not in a full-time education. The apprentice will be required to undertake a DBS check, must be employed and working more than 16 hours per week.



Modules

The apprentice will be expected to complete the 10 mandatory diploma units below:

- Safeguarding and protection in care settings
- Responsibilities of a care worker
- Promote personal development in care settings
- Promote health, safety and wellbeing in care settings
- Supporting infection prevention and control in adult care
- Promote effective handling of information in care settings
- Duty of care in care settings
- Promote equality and inclusion in care settings
- Promote person-centred approaches in care settings
- Promote communication in care settings

Qualifications earned

Upon successful completion of this apprenticeship, the apprentice will be awarded the following:

- **Highfield Level 3 Diploma in Care (RQF)**
- **Lead Adult Care Worker Standards**
- **Functional Skills in Maths and English Level 1 or 2 (if applicable)**

How to apply?



Apply for this apprenticeship at any time of the year by calling our friendly team on **01275 876733** or email **info@bcelearn.co.uk**

LEAD PRACTITIONER IN ADULT CARE

Duration

18 months + 6 months EPA

Overview

The Lead Practitioner in Adult Care will guide and inspire team members to make positive differences to someone's life when they are faced with physical, practical, social, emotional, psychological or intellectual challenges. They will have achieved a level of self-development to be recognised as a lead practitioner within the care team, contributing to, promoting and sustaining a values-based culture at an operational level.

A Lead Practitioner has a greater depth of knowledge and expertise of particular conditions being experienced by the user of services. They will have specialist skills and knowledge in their area of responsibilities which will allow them to lead in areas such as care needs assessment, occupational therapy, physiotherapy, rehabilitation and enablement, telecare and assistive technology. They will be a coach and mentor to others and will have a role in assessing performance and quality of care delivery.

Lead Practitioners in Adult Care may work in residential or nursing homes, domiciliary care, day centres, a person's own home or some clinical healthcare settings.

Job titles include

Dementia Lead, Re-ablement Worker, Physiotherapy Assistant, Occupational Therapy Assistant, Public Health Associate Worker, Keeping in Contact Worker, Community Care/Support Officer, Social Care Assessor, Care Assessment Officer, Social Services Officer, Brokerage Worker, Rehabilitation and Reablement Assistant, Independence Support Assistant, Reablement Support Workers/Officer, Telecare Assistant and Assistive Technology Co-ordinator/Officer.

Entry requirements

Achieved Level 2 English and Maths before taking the end-point assessment. The apprentice must be aged 16 years or over, living in England and not in a full-time education. The apprentice will be required to undertake a DBS check.



Modules

The apprentice will be expected to complete the 11 mandatory diploma units below:

- Lead communication in adult care settings.
- Develop, maintain and use records and reports.
- Personal development in adult social care settings.
- Lead inclusive practice in adult care settings.
- Lead health and Safety in adult care settings.
- Facilitate person centred assessment to support wellbeing.
- Facilitate support planning to ensure positive outcomes for Individuals and to support wellbeing.
- Professional practice in adult care settings.
- Working in partnership with others.
- Understand personalisation in adult care and support services.
- Understand safeguarding and protection in adult care settings.

Qualifications earned

Upon successful completion of this apprenticeship, the apprentice will be awarded the following:

- **Highfield Level 4 Diploma in Adult Care (RQF)**
- **Lead Practitioner in Adult Care Standards**
- **Functional Skills in Maths and English Level 1 or 2 (if applicable)**

How to apply?



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LEADER IN ADULT CARE

Duration

18 months + 6 months EPA

Overview

This new qualification contains Skills for Care's minimum requirements for developing and confirming the competence of those who are working within adult care services in England as managers. 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.

A Leader in Adult Care has responsibility for managing community or residential based services. This role has a large element of leadership, whether with other care workers and networks or in leading the service itself. They have a responsibility to ensure the service is safe, effective, caring, responsive to people's needs and well-led. They will be responsible for ensuring regulatory compliance of the care given and the values and training of staff with established standards and regulations.

Job titles include

Registered, assistant, deputy, unit, assistant manager or service manager.

Entry requirements

Achieved Level 2 English and Maths before taking the end-point assessment. The apprentice must be aged 16 years or over, living in England and not in a full-time education. The apprentice will be required to undertake a DBS check.



Modules

The apprentice will be expected to complete the 20 mandatory diploma units below:

- Principles of Leadership and Management in Adult Care.
- Team Leadership in Adult Care.
- Principles of Governance in Adult Care.
- Principles of Regulatory Processes for Adult Care.
- Communication and Information Management in Adult Care.
- Partnership working in Adult Care.
- Outcomes based person centred practice in Adult Care.
- Equality, Diversity and Inclusion in Adult Care.
- Continuous Improvement in Adult Care.
- Principles of Professional Development in Adult Care.
- Supervision and Performance Management in Adult Care.
- Principles of Resource Management in Adult Care.
- Safeguarding and Protection in Adult Care.
- Health and Safety in Adult Care.
- Risk taking and risk management in Adult Care.
- Managing Concerns and Complaints in Adult Care.
- Self-management for leadership in Adult Care.
- Decision making in Adult Care.
- Entrepreneurial skills in Adult Care.
- Principles of innovation and change in adult care.

Qualifications earned

Upon successful completion of this apprenticeship, the apprentice will be awarded the following:

- **Highfield Level 5 Diploma in Leadership and Management for Adult Care (RQF)**
- **Leader in Adult Care Standards**
- **Functional Skills in Maths and English Level 1 or 2 (if applicable)**

How to apply?



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Apprenticeships Employer Information

Benefits of Apprenticeships

Hiring an apprentice is a productive and effective way for any organisation to grow talent and develop a motivated, skilled and qualified workforce. 86% of employers said apprenticeships developed skills relevant to their organisation and 78% reported improved productivity.

What is the levy?

From the 6th April 2017 all companies in England with a payroll of £3 million or over pay the Apprenticeship Levy, regardless of whether you employ apprentices or not. The Government will add 10% to all of your Levy payments, for every £1 you pay the Government will add 10 pence meaning a total of £1.10 will be added to your account. You have a maximum of 2 years to spend your Levy payments.

What is the cost for non-levy?

Smaller employers, who do not pay the apprenticeship levy share the cost of training and assessing their apprentices with the government. This is called 'co-investment'.

For new apprenticeships starting on or after 1 April 2019 you pay 5% towards the cost of apprenticeship training. The government will pay the rest (95%) up to the funding band maximum.

Employer's 20% Off-The-Job Training Commitment

At BCE we work with you, the employer, to design a bespoke learning experience for your employees. It is imperative that we sit together to plan out the journey.

It is a funding requirement that all apprentices receive at least 20% of their paid working hours 'Off The Job' to enhance and embed their knowledge. This is an opportunity for you to evaluate your current learning plan for your staff and make amendments to improve their learning.

Off-the-job training must be directly relevant to the apprenticeship. It can include the following:

- the teaching of theory (for example, lectures, role playing, simulation exercises, online learning, and manufacturer training)
- practical training, shadowing, mentoring, industry visits, and participation in competitions
- learning support and time spent writing assessments/assignments.



How to reserve funding?

Before setting up your Apprenticeship Service Account you'll need:

- an email address you have access to
- the Government Gateway login for your organisation (or you can use the accounts office reference number and employer PAYE scheme reference number if your annual pay bill is less than £3 million)
- authority to add PAYE schemes to the account
- authority to accept the employer agreement on behalf of your organisation

We'll ask you to:

- create an account
- add a PAYE scheme on behalf of your organisation
- accept the employer agreement with the ESFA

The reserved funds are available to use from the month of the apprenticeship start date and the following 2 months. The reservation will expire at the end of the 3rd month if you do not use it.

Employer's Commitment

- The employer has a contract of service with the apprentice which is long enough to complete the apprenticeship successfully including end-point-assessment.
- The employer is paying the apprentice a lawful wage.
- The employer and the apprentice have signed an apprenticeship agreement.
- The employer will give the apprentice appropriate support and supervision.
- The employer has agreed that the apprenticeship is the most appropriate learning programme for the individual.
- The employer acknowledges that the apprentice requires at least 20% off-the-job training over the duration of the training period.
- The employer will allow the apprentice to complete their off-the-job training during working hours. (including English and Maths if required)





Accredited Courses

Training becomes a vital component of an organisation's consistency towards working standards and practices as companies grow. We currently deliver the following accredited courses.

- **Emergency First Aid at Work**
- **First Aid at Work**
- **Paediatric First Aid**
- **Safeguarding Children & Adults**
- **Manual Handling**
- **Moving & Handling of Object**
- **Mental Health Awareness**
- **First Aid for Mental Health**
- **Understanding Mental Health in the Workplace for Managers**

We deliver the courses face-to-face in a classroom setting or online for a group of 6 people minimum.

High quality learning is the key to creating solid foundations for future success.

How to apply?



You can apply for our accredited training courses at any time. These courses are commercially funded.

For more information, please contact our friendly team by calling **01275 876733** or email **info@bcelearn.co.uk**.

Core Competency Training

Organisations are encouraged to continuously support their staff to learn new skills and the right knowledge that make your organisation a success and change to meet a changing environment.

- Care Certificate
- Safeguarding Adults
- Safeguarding Children
- Infection Control
- Fire Safety
- Communication in a Health & Social Care setting
- Person Centred Approaches
- Nutrition, Hydration & Diet
- Effective Record Keeping
- Care Planning & Risk Assessment
- Supervision & Appraisals
- Medication
- Loss & Bereavement
- Dementia Awareness
- Autism Awareness
- How to Manage Stress
- Positive Behaviour Support
- Effective Recruitment & Retention

Build high standards of skills, knowledge and personal attributes to enhance your position.

We deliver the courses face-to-face in a classroom setting or online for a group of 6 people minimum.

How to apply?

You can apply for our core competency training courses at any time. These courses are commercially funded.

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Leadership & Management Courses

We are an endorsed Skills for Care provider and been given a mark of quality for our commitment to providing high quality learning and development for the adult social care sector.

LEAD TO SUCCEED

Duration: 5 Days

Cost: £ 500 + VAT per person

This programme is designed to help aspiring leaders and managers to develop their leadership and management potential.

The programme will teach how successful behaviours and practical strategies can support leaders in their day to day work, as well as considering how they could implement these behaviours and strategies, now and in the future.

It covers:

- successful behaviours for leaders and managers
- developing a positive culture
- effective supervision
- leading and managing the process of change
- leading and managing the inspection process.

Lead to succeed is developed by Skills for Care. It complements the Manager Induction Standards and Level 4 Certificate in Principles of Leadership and Management in Adult Social Care.

WELL-LED

Duration: 4 Days

Cost: £ 500 + VAT per person

Well-led is a national leadership development programme for managers of adult social care services working in the private, public or third sectors.

The programme is grounded in the reality of social care delivery and has been developed in partnership with registered managers familiar with the day-to-day challenges of leading a care team.

It covers:

- understand how leadership strategies and techniques can be used to transform services and improve the quality of care
- enhance leadership skills to become a more effective leader.
- gain improved confidence to lead services in an increasingly complex and challenging sector
- develop clear goals to improve personal leadership effectiveness
- learn from others and share experiences and ideas with peers to develop a strong support network.

On completion of the programme, we aim for participants to leave feeling empowered, confident, and well-equipped to effectively lead a workforce with the right values to provide high quality person-centred care.

Funding: If you're an adult social care employer in England you can claim the Workforce Development Fund towards the costs of your employees completing this programme. Please contact us for more information



Bespoke Consultancy & Education Ltd



Apprenticeships

SIGN UP TODAY.

Contact us by email or telephone for more information or to sign up. Alternatively, you can request a callback on our website and we will be sure to get back to you as soon as possible.

 **01275 876733**

 **www.bcelearn.co.uk**

 **info@bcelearn.co.uk**