

Our Apprenticeship Programme

Adult Care

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| Associated qualifications | BTEC L2 Technical Certificate in Care |
| Duration | 18 months |

Off-the-job training and apprentice reviews:

This details what training the apprentice will receive, principally through qualification unit delivery with the learner outcomes attached. It also includes estimated assessment dates and built-in ongoing reviews.

On-the-job learning, competency and behaviour:

This summarises the broad timetable of tasks that are to take place in the workplace alongside off-the-job training. It should focus on duties that include:

- Competencies - activities and practical tasks gained through on-the-job exercises with opportunities to practise
- Behaviours - actions, attitudes and beliefs embedded through the employer's organisational code of conduct

Stage:

A stage is the level of supervision an apprentice may need throughout the apprenticeship.

During the first stage of the apprenticeship, the workplace mentor will need to be able to provide effective 1:1 supervision to the apprentice.

A workplace mentor being able to provide supervision on a 1:5 basis to the apprentice defines the second stage.

For some apprenticeships, the level of supervision may not be applicable, noted as N/A on the course schedule.

Key:

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| Training to be delivered |  |
| Assessments |  |
| Reviews |  |

| Stage | Estimated Start date | Off-the job training Unit content Area number | Off-the-job training & Apprentice reviews | Assessment Method | On-the-job learning, Competency & Behaviour (Please refer to Care Certificate Link) |
|---------------------------------------------------------|----------------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------|
| BTEC Level 2 Technical Certificate in Adult Care | | | | | |
| 1 | 30/09/19 | U4 A1 | Induction – Preparation for work placement | | |
| 2 | 07/10/19 | U2 A3 | Induction – GDPR, Safeguarding | | |
| 3 | 14/10/19 | U1 A3 U4 A2 | Induction- Introduction to 6 C's Setting goals and reflective writing | | |
| 4 | 21/10/19 | U4 | Induction – Placement experience assessment booklet | | |
| | 28/10/19 | Reading Week | | | |
| 5 | 04/11/19 | U1 A1 U2 A1 U4 A1 | Roles, tasks and responsibilities of adult care managers, adult care assistants and personal assistants Demonstrating verbal communication and active listening skills Preparation for a work placement | | Standard 1: Understand your role Standard 6: Communication |
| 6 | 11/11/19 | U1 A1 U2 A1 U4 A1 | Roles, tasks and responsibilities of adult care managers, adult care assistants and personal assistants Demonstrating verbal communication and active listening skills Preparation for a work placement | | Standard 1: Understand your role Standard 6: Communication |
| 7 | 18/11/19 | U1 A1 U2 A1 U4 A1 | Roles, tasks and responsibilities of adult care managers, adult care assistants and personal assistants Demonstrating verbal communication and active listening skills Preparation for a work placement | | Standard 1: Understand your role Standard 6: Communication |
| 8 | 25/11/19 | U1 A2 U2 A2 U4 A2 | Other adult care worker roles, tasks and responsibilities Demonstrating non-verbal communication skills Setting goals and learning objectives | | Standard 1: Understand your role Standard 6: Communication Standard 2: Your personal development |
| 9 | 02/12/19 | U1 A2 U2 A3 U4 A2 | Other adult care worker roles, tasks and responsibilities Meeting the communication and language needs, wishes and preferences of individuals Setting goals and learning objectives | | Standard 1: Understand your role Standard 6: Communication Standard 2: Your personal development |
| 10 | 09/12/19 | U1 A2 U2 A3 U4 A2 | Other adult care worker roles, tasks and responsibilities Meeting the communication and language needs, wishes and preferences of individuals Setting goals and learning objectives | | Standard 1: Understand your role Standard 6: Communication Standard 2: Your personal development |
| 11 | 16/12/19 | U1 A3 U2 B1 U4 | How the professional behaviour of adult care workers enhances the lives of users of services Identifying barriers to communication with individuals Placement progress review | | Standard 1: Understand your role Standard 6: Communication Standard 2: Your personal development |
| | 23/12/19 | Holidays | | | |
| | 30/12/19 | Holidays | | | |
| 12 | 06/01/20 | Learning aim A | Unit 4: Develop professional practice skills for work in adult care settings | Written report | |
| 13 | 13/01/20 | U1 B1 U2 B1 U4 B1 | Codes of conduct in adult care settings Identifying barriers to communication with individuals Work placement tasks and responsibilities | | Standard 1: Understand your role Standard 6: Communication Standard 2: Your personal development |
| 14 | 20/01/20 | U1 B1 U2 B2 U4 B1 | Codes of conduct in adult care settings Using skills to reduce barriers to communication with individuals Work placement tasks and responsibilities | | Standard 1: Understand your role Standard 6: Communication Standard 2: Your personal development |

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| 15 | 27/01/20 | U1 B2 U2 B2 U4 B1 | Care standards and legislation Using skills to reduce barriers to communication with individuals Work placement tasks and responsibilities | | Standard 1: Understand your role Standard 13: Health and safety Standard 6: Communication Standard 2: Your personal development |
| 16 | 03/02/20 | U1 B2 U2 C1/C2 U4 | Care standards and legislation Handling information/Keep information safe Placement progress review | | Standard 1: Understand your role Standard 13: Health and safety Standard 14: Handling information Standard 2: Your personal development |
| 17 | 10/02/20 | U1 B2 U2 C3 U4 | Care standards and legislation Following confidentiality procedures Placement progress review | | Standard 1: Understand your role Standard 13: Health and safety Standard 14: Handling information Standard 2: Your personal development |
| | 17/02/20 | Reading Week | | | |
| 18 | 24/02/20 | U1 B3 U3 A1 U4 B2 | Health and safety legislation and procedures Identifying potential signs and symptoms of different forms of abuse Treating users of services with respect and dignity and honouring their individual rights | | Standard 13: Health and safety Standard 3: Duty of care Standard 10: Safeguarding Adults Standard 11: Safeguarding Children Standard 4: Equality and diversity |
| 19 | 02/03/20 | U1 B3 U3 A1 U4 B2 | Health and safety legislation and procedures Identifying potential signs and symptoms of different forms of abuse Treating users of services with respect and dignity and honouring their individual rights | | Standard 13: Health and safety Standard 3: Duty of care Standard 10: Safeguarding Adults Standard 11: Safeguarding Children Standard 4: Equality and diversity |
| 20 | 09/03/20 | Learning aims A, B, C | Unit 2: Communicate and Handle information in Adult Care Settings | Observation records Reflective workbook | |
| 21 | 16/03/20 | U1 B4 U3 A2 U4 B3 | Food safety and hygiene legislation and regulations Supporting individuals to remain safe from harm Work shadowing and observation | | Standard 13: Health and safety Standard 3: Duty of care Standard 10: Safeguarding Adults Standard 11: Safeguarding Children |
| 22 | 23/03/20 | U1 B4 U3 A2 U4 B3 | Food safety and hygiene legislation and regulations Supporting individuals to remain safe from harm Work shadowing and observation | | Standard 13: Health and safety Standard 3: Duty of care Standard 10: Safeguarding Adults Standard 11: Safeguarding Children |
| 23 | 30/03/20 | U1 U3 A2 U4 | Mock Exam covering section A of unit (Adult care workers' roles and responsibilities in residential care, day care and domiciliary care settings) and section B of unit (Duty of care in adult care settings) Supporting individuals to remain safe from harm Placement progress review | | Standard 3: Duty of care Standard 10: Safeguarding Adults Standard 11: Safeguarding Children |
| | 06/04/20 | Holidays | | | |
| | 13/04/20 | Holidays | | | |
| 24 | 20/04/20 | Learning aim A | Unit 3: Contribute to Health, safety & Safeguarding in Adult care Settings (Assignment 1) | Written assignment | |

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| 25 | 27/04/20 | U1 C1 U3 B1 U4 C1 | The care plan Ways of demonstrating promotion of health and wellbeing for users of services and colleagues Reviewing personal and professional development | | Standard 10: Safeguarding Adults Standard 11: Safeguarding Children Standard 13: Health and safety Standard 15: Infection protection and control Standard 9: Awareness of mental health, dementia and learning disability |
| 26 | 04/05/20 | U1 C1 U3 B1 U4 C1 | The care plan Ways of demonstrating promotion of health and wellbeing for users of services and colleagues Reviewing personal and professional development | | Standard 10: Safeguarding Adults Standard 11: Safeguarding Children Standard 13: Health and safety Standard 15: Infection protection and control Standard 9: Awareness of mental health, dementia and learning disability |
| 27 | 11/05/20 | U1 D1 U3 B2 U4 C1 | Continuing professional development (CPD) Using sources of information and advice about own role in safeguarding and protecting users of services from abuse Reviewing personal and professional development | | Standard 2: Your personal development Standard 10: Safeguarding Adults Standard 11: Safeguarding Children |
| 28 | 18/05/2 | (Learning aim B) | Unit 3: Contribute to Health, safety & Safeguarding in Adult care Settings (Assignment 2) | Photographic/video evidence simulated activity 1 Observation record Reflective essay | |
| 29 | 25/05/20 | U1 D2 U3 C1 U4 C2 | The professional development plan Using risk assessments to support individuals safety Using feedback and action planning to develop own professional development | | Standard 2: Your personal development Standard 13: Health and safety |
| 30 | 01/06/20 | U1 D2 U3 C2 U4 C2 | The professional development plan Promoting person-centred care and demonstrating care values Using feedback and action planning to develop own professional development | | Standard 2: Your personal development Standard 13: Health and safety |
| 31 | 08/06/20 | U1 | Revision session for external exam Mock Exam covering section C of unit Care planning in adult care settings) and section D of unit (Working professionally as an adult care worker) | | |
| 32 | 15/06/20 | U1 | Revision session for external exam Full mock exam | | |
| 33 | 22/06/20 | | Unit 1: Principles and Practice of Working in Adult Care Settings | EXTERNAL ASSESSMENT | |
| 34 | 29/06/20 | (Learning aim C) | Unit 3: Contribute to Health, safety & Safeguarding in Adult care Settings (Assignment 3) | Photographic/video evidence simulated activity 2 Observation record Reflective essay | |
| 35 | 06/07/20 | U4 | Portfolio building | | Standard 2: Your personal development |

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| 36 | 13/07/20 | U4 | Portfolio building | | Standard 2: Your personal development |
| 37 | 20/07/20 | U4 | Portfolio building | | Standard 2: Your personal development |
| 38 | 27/07/20 | U4 | Portfolio building | | Standard 2: Your personal development |
| 39 | 03/07/20 | U4 | Portfolio building | | Standard 2: Your personal development |
| 40 | 10/08/20 | U4 | Portfolio building | | Standard 2: Your personal development |
| 41 | 17/08/20 | U4 | Portfolio building | | Standard 2: Your personal development |
| 42 | 24/08/20 | U4 | Portfolio building | | Standard 2: Your personal development |
| 43 | 31/08/20 | U4 | Portfolio building | | Standard 2: Your personal development |
| 44 | 07/09/20 | U4 | Unit 4: Develop Professional practice Skills for Work in Adult Care Settings | Observation records Reflective workbook | |
| 45 | 14/09/20 | U1 | Unit 1: Principles and Practice of Working in Adult Care Settings | EXTERNAL ASSESSMENT RETAKE | |
| 46 | 21/09/20 | | Course review | | |
| | End | | Successful completion of attached qualification | | |