



Our Apprenticeship Programme

Adult Care

Associated qualifications	Pearson L2 Diploma in Care
Duration	18 months

Off-the-job training, assessment 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.

On-the-job support for learning, competency and behaviour:

This summarises the broad timetable of tasks that can take place in the workplace, where possible, to support the 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

Key:

Training to be delivered	<input type="text"/>
Assessments	<input type="text"/>



Overview of units

Unit number	Unit title and description
1	<p>Communication in Care Settings</p> <p>This unit introduces the central importance of communication in care settings and ways to overcome barriers to meet individuals' needs and preferences in communication. The apprentice will learn about the importance of confidentiality when working with individuals in care settings, the types of information that are confidential, and the policies and procedures for recording, handling and storing information to ensure that individuals' information is protected.</p>
2	<p>Personal Development in Care Settings</p> <p>The unit introduces the concepts of personal development and reflective practice. The apprentice will explore the different ways in which learning can take place and how learning from individual experiences can be used to enhance the quality of knowledge, skills and practice.</p>
3	<p>Equality and Inclusion in Care Settings</p> <p>This unit introduces the knowledge and skills to enable you to work in a fair and inclusive way; you will explore the meaning of diversity, equality, inclusion and discrimination. The apprentice will consider the importance of non-discriminatory practice in care settings by looking at its impact on individuals and those who work in the sector. Apprentices will explore the promotion of equality and diversity and investigate ways to adapt services to meet individuals' diverse needs, assessing the benefits to users of services of doing so.</p>
4	<p>Duty of Care</p> <p>In this unit, the apprentice will gain an understanding of what it means to have a 'duty of care' and learn how to handle any dilemmas and complaints.</p>
5	<p>Safeguarding and Protection in Care Settings</p> <p>In this unit, the apprentice will be involved in caring for individuals who may be at risk of different kinds of abuse, both within and outside of the care setting. It is important that they are aware of the signs of abuse and that they can report them appropriately. Others associated with the individuals in the care setting may also be at risk of abuse and it is important that they can recognise and report this.</p>
6	<p>Responsibilities of a Care Worker</p> <p>This unit will give you the knowledge and skills you need to understand the nature of working relationships in care settings, how to work in ways that are agreed with the employer and how to work in partnership with others.</p>
7	<p>Implement Person-centred Approaches in Care Settings</p> <p>In this unit, the apprentice will learn about person-centred care values and how they underpin and influence all aspects of care work. They will learn, and have the opportunity to demonstrate, skills. They will work in agreed ways to promote the person-centred approach, including promoting individual rights, sharing decision making, supporting self-management, encouraging active participation, and enabling access to integrated care. They will learn to take assessed risks, which will benefit the individual and promote their wellbeing.</p>
8	<p>Health, Safety and Wellbeing in Care Settings</p> <p>In this unit, the apprentice will explore the responsibilities for health and safety and current legislation, including the use of risk assessment. They will examine the roles of various professionals, including those who need special training. You will learn about procedures for responding to accidents and sudden illness, fire safety, handling hazardous materials and ways to reduce the spread of infection. They will demonstrate hand washing procedures, how and when to use personal protective equipment (PPE), how to implement security measures in a care setting, and how to handle and move equipment and objects safely.</p> <p>The unit finishes with a look at the signs and triggers of stress, and the techniques for managing your own stress. Stress can have positive as well as negative effects, but in this unit the word is used to refer to negative stress.</p>
9	<p>Handle Information in Care Settings</p> <p>In this unit, the apprentice will learn what constitutes good practice in recording, storing and sharing information, and following agreed ways of working and secure systems within the setting. They will explore policies and procedures relating to legislation that is required in the recording, storing and sharing of information in the care setting, and the actions to take if you have concerns.</p>

Unit number	Unit title and description
13	<p>Awareness of Dementia</p> <p>In this unit, the apprentice will learn about the signs and symptoms of the more common forms of dementia and how they impact the individual. They will consider the models of dementia, both medical and social. They will also examine the way in which dementia impacts the everyday life of individuals who have dementia and the potential impact on them of others people's behaviour and attitudes towards them.</p>
22	<p>Introduction to Physical Disability</p> <p>This unit introduces the apprentice to the different types of physical disability, their causes and how individuals may be affected in different ways. People with disabilities face challenges in daily living. These may be physical challenges relating to mobility or communication. There may also be difficulties in understanding or being understood or to their social and emotional wellbeing, including the impact on their self-image and self-esteem. The apprentices will consider these challenges and examine ways to support people with disabilities to overcome them.</p>
26	<p>Recognising and Managing the Symptoms of Stroke</p> <p>In this unit, the apprentice will learn what a stroke is and how to recognise when a stroke is happening. They will gain an understanding of the risk factors associated with stroke and how they are managed. From this, they will learn how important an emergency response, treatment and management is to the outcome for the individual who has suffered a stroke.</p>
31	<p>Provide Support to Manage Pain and Discomfort</p> <p>This unit will enable the apprentice to understand the different ways in which pain and discomfort can be managed. This will include a variety of techniques, for example massage, physiotherapy and mindfulness. You to investigate different self-help techniques for reducing pain and discomfort, including relaxation, gentle exercise and breathing techniques. All of these techniques can be alternatives to medication or can be used alongside it. As a care worker, they may also be involved in monitoring and recording the progress of individuals being supported, during and after their pain-relief session. This unit will help the apprentice to develop competence and skills in providing accurate records to support colleagues in delivering high-quality care.</p>
35	<p>Supporting Individuals who are Distressed</p> <p>This unit will give the apprentice the knowledge, understanding and skills you need to be able to support individuals through periods of distress, taking into account any communication changes due to their anxiety. This unit will enable you to identify and manage triggers of distress. It will also help you to explore the effect that an individual's distress may have on you, such as causing you anxiety, upset or stress. Also, importantly, the apprentice will learn where you can access support.</p>
37	<p>Support Individuals to Meet personal Care Needs</p> <p>In this unit, the apprentice will learn why people may need support with personal care and how best to provide it in a way that respects dignity and promotes active participation. They will show how they can protect individuals from possible infections so an understanding of hygiene is important. The apprentice will need to display appropriate sensitivity towards individuals and respect their privacy. In order to monitor personal care functions in line with workplace procedures and healthcare requirements, they will be required to update all necessary records.</p>
49	<p>Contribute to the Effectiveness of Teams in Care Settings</p> <p>In this unit, the apprentice will develop the basic skills you need to be an effective team player and to positively contribute to working with others in care settings. They will learn about the purpose and objectives of team working and how legislation guides the way they work with others. They will develop their skills by reflecting on their own and others' work performance so that they can identify what they need to do to work towards intended goals. The apprentice will review the skills they already have and explore what other skills they might need to carry out their role when working as part of a team. They will then demonstrate the ways they work effectively with other team members. By the end of this unit, the apprentice will be able to demonstrate their ability to work as part of a team to collaborate towards meeting team objectives.</p>
64	<p>Support Effective Communication with Individuals with a Sensory Loss</p> <p>This unit will give the apprentice knowledge of the main forms of sensory loss and the ways in which communication can be adapted to meet the differing needs of individuals. They will learn about methods of alternative communication, ways to minimise barriers to communication for individuals with sensory loss and how to provide positive environments which enable communication. The apprentice will also have the opportunity to demonstrate their skills in supporting individuals with sensory loss to communicate and interact with others in a positive way.</p>

79	<p>Support Individuals to Maintain Personal Hygiene</p> <p>This unit will cover understanding the importance of good personal hygiene; supporting individuals to maintain personal hygiene; and when poor hygiene may be an indicator of other underlying personal issues.</p>
-----------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Programme schedule

Estimated Start date DD/MM/YY	Off-the job training Unit number Area number	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (Please refer to Care Certificate Link)
Year 1	Pearson Level 2 Diploma in Care		
27/09/21	Induction U1	Induction LO1: Understand why communication is important in the work setting	
04/10/21	Induction U1	Induction LO1: Understand why communication is important in the work setting	
11/10/21	U1 U2	LO2: Be able to meet the communication and language needs, wishes and preferences of individuals LO1: Understand what is required for competence in own work role	6.5 Use appropriate verbal and non-verbal communication
18/10/21	U1 U2	LO2: Be able to meet the communication and language needs, wishes and preferences of individuals LO1: Understand what is required for competence in own work role	6.5 Use appropriate verbal and non-verbal communication
25/10/21	Half Term		
01/11/21	U1 U2	LO3: Be able to reduce barriers to communication LO2: Be able to reflect on work activities	6.6 Support the use of appropriate communication aids/ technologies 2.1 Agree a personal development plan
08/11/21	U1 U2	LO3: Be able to reduce barriers to communication LO3: Be able to agree a personal development plan	6.6 Support the use of appropriate communication aids/ technologies 2.1 Agree a personal development plan
15/11/21	U1 U2	LO4: Be able to apply principles and practices relating to confidentiality at work LO3: Be able to agree a personal development plan	
25/11/21	U1 U2	LO4: Be able to apply principles and practices relating to confidentiality at work LO4: Be able to develop own knowledge, skills and understanding	
29/11/21	U1	Review of unit 1: Portfolio building	

Estimated Start date DD/MM/YY	Off-the job training Unit number Area number	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (Please refer to Care Certificate Link)
	U2	LO4: Be able to develop own knowledge, skills and understanding	
06/12/21	U3 U4	LO1: Understand the importance of equality and inclusion LO1: Understand the implications of duty of care	
13/12/21	U3 U4	LO1: Understand the importance of equality and inclusion LO2: Understand support available for addressing dilemmas that may arise about duty of care LO3: Know how to respond to complaints	4.2 Work in an inclusive way 3.3 Deal with Comments and complaints 3.4 Deal with Incidents, errors and near misses 3.5 Deal with confrontation and difficult situations
20/12/21	College Holiday		
27/12/21	College Holiday		
10/01/22	U3 U4	LO2 Be able to work in an inclusive way Review of Unit 4: Portfolio building	
17/01/22	U3 U5	LO2 Be able to work in an inclusive way LO1: Understand principles of safeguarding adults LO2: Know how to recognise signs of abuse	10.2 Reduce the likelihood of abuse 10.4 Protect people from harm and abuse – locally and nationally
24/01/22	U3 U5	LO2 Be able to work in an inclusive way LO3: Know how to respond to suspected or alleged abuse	10.3 Respond to suspected or disclosed abuse
31/01/22	U3 U5	LO3 Know how to access information, advice and support about diversity, equality and conclusion LO4: Understand the national and local context of safeguarding and protection from abuse	4.3 Access information, advice and support about diversity, equality and inclusion
07/02/22	U3 U5	LO3 Know how to access information, advice and support about diversity, equality and conclusion LO5: Understand ways to reduce the likelihood of abuse	4.3 Access information, advice and support about diversity, equality and inclusion
14/02/22	U3 U5	Review of Unit 3: Portfolio building LO6: Know how to recognise and report unsafe practices LO7: Understand principles of online safety	
21/02/22	Half Term		
28/02/22	U3 U5	Review of Unit 3: Portfolio building Review of unit 5: Portfolio building	
07/03/22	U7 U8	LO1: Understand person-centred approaches for care and support LO1: Understand own responsibilities of others, relating to health and safety in the work setting	7.3 Support an individual's right to make choices 7.4 Support individuals in making choices about their care

Estimated Start date DD/MM/YY	Off-the job training Unit number Area number	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (Please refer to Care Certificate Link)
14/03/22	U7 U8	LO1: Understand person-centred approaches for care and support LO2: Be able to work in a person-centred way LO2: Understand the use of risk assessments in relation to health and safety LO3: Understand procedures for responding to accidents and sudden illness	7.3 Support an individual's right to make choices 7.4 Support individuals in making choices about their care
21/03/22	U7 U8	LO3: Be able to establish consent when providing care or support LO4: Be able to encourage active participation LO4: Be able to reduce the spread of infection	7.6 Support the individual in active participation in their own care 15.1 Prevent the spread of infection
28/03/22	U7 U8	LO5: Be able to support the individual's right to make choices LO5: Be able to move and handle equipment and objects safely	5.6 Support the individual to maintain their identity and self esteem 5.7 Support the individual using person centred values
04/04/22	U7 U8	LO6: Be able to support the individual's wellbeing LO6: Know how to handle hazardous substances and materials	5.6 Support the individual to maintain their identity and self esteem 7.2 Maintain the privacy and dignity of the individual(s) in their care 5.7 Support the individual using person centred values 13.6 Handle hazardous substances
11/04/22	College Holiday		
18/04/22	College Holiday		
25/04/22	U6 U8	LO1: Understand working relationships in care settings LO2: Be able to work in ways that are agreed with the employer LO7: Understand how to promote fire safety in the work setting	3.7 Promote fire safety
02/05/22	Bank Holiday		
16/05/22	U6 U9	LO2: Be able to work in ways that are agreed with the employer LO3: Be able to work in partnership with others LO1: Understand the need for secure handling of information in care settings LO2: Know how to access support for handling information	1.2 Work in ways that have been agreed with their employer 13.8 Work securely
23/05/22	U6 U9	LO3: Be able to work in partnership with others LO3: Be able to handle information in accordance with agreed ways of working	1.4 Work in partnership with others 14.1 Handle information
30/05/22	Half Term		
06/06/22		Portfolio Building - review all units	
13/06/22		Portfolio Building - review all units	

Estimated Start date DD/MM/YY	Off-the job training Unit number Area number	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (Please refer to Care Certificate Link)
20/06/22		Portfolio Building - review all units	
27/06/22		Portfolio Building - review all units	
04/07/22	College Holiday		
12/09/22	U64	LO1: Know different methods that can support communication with individuals with sensory loss	
19/09/22	U64	LO2: Be able to use different methods of communication with individuals with sensory loss	6.6 Support the use of appropriate communication aids/ technologies
26/09/22	U64	LO3: Understand how the environment impacts on communication with individuals with sensory loss LO4: Be able to utilise the environment for effective communication with individuals with sensory loss	
03/10/22	U49	LO1: Understand the importance of own role and how it contributes to the team performance within a care setting	
10/10/22	U49	LO2: Be able to reflect on own performance	
17/10/22	U49	LO3: Be able to manage time and commitments effectively LO4: Be able to establish effective working relationships with all members of the care team	
24/10/22	Half Term		
31/10/22	U37/79	LO1 Understand the importance of good personal hygiene LO 3: Understand when poor hygiene may be an indicator of other underlying personal issues	
07/11/22	U37/79	LO1: Be able to work with individuals to identify their needs and preferences in relation to personal care LO2: Be able to provide support for personal care LO3: Be able to support individuals to use the toilet	7.4 Support individuals in making choices about their care 7.5 Understand how to support active participation 7.6 Support the individual in active participation in their own care
14/11/22	U37/79	LO4/LO2: Be able to support individuals to maintain personal hygiene LO5: Be able to support individuals to manage their personal appearance LO6: Be able to monitor and report on support for personal care	7.2 Maintain the privacy and dignity of the individual(s) in their care 7.4 Support individuals in making choices about their care 7.5 Understand how to support active participation 7.6 Support the individual in active participation in their own care
21/11/22	U13	LO1: Understand dementia LO2: Understand models of dementia	

Estimated Start date DD/MM/YY	Off-the job training Unit number Area number	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (Please refer to Care Certificate Link)
28/11/22	U13	LO3: Know types of dementia and their causes LO4: Understand an individual's experience of dementia	9.1 Understand the needs and experiences of people with mental health conditions, dementia or learning disabilities 9.2 Understand the importance of promoting positive health and wellbeing for an individual who may have a mental health condition, dementia or learning disability 9.3 Understand the adjustments which may be necessary in care delivery relating to an individual who may have a mental health condition, dementia or learning disability
05/12/22	U22	LO1: Know the importance of differentiating between the individual and the disability LO2: Know types of physical disability	
12/12/22	U22	LO3: Understand how the challenges of living with a physical disability can be addressed LO4: Know the importance of independence and inclusion for individuals with physical disabilities	
19/12/22	College Holiday		
09/01/23	U31	LO1: Understand approaches to managing pain and discomfort LO2: Be able to assist in minimising individuals' pain and discomfort LO3: Be able to monitor, record and report on the management of individuals' pain or discomfort	5.3 Demonstrate awareness of the individuals immediate environment and make changes to address factors that may be causing discomfort or distress 5.4 Make others aware of any actions they may be undertaking that are causing discomfort or distress to individuals 5.5 Support individuals to minimise pain or discomfort
16/01/23	U35	LO1: Understand the causes and impact of distress on individuals LO2: Understand potential impacts on own wellbeing when supporting an individual who is distressed	5.3 Demonstrate awareness of the individuals immediate environment and make changes to address factors that may be causing discomfort or distress 5.4 Make others aware of any actions they may be undertaking that are causing discomfort or distress to individuals
23/01/23	U35	LO3: Be able to support individuals who are experiencing distress LO4: Be able to support individuals to reduce distress LO5: Be able to record and report on an individual's distress	5.3 Demonstrate awareness of the individuals immediate environment and make changes to address factors that may be causing discomfort or distress

Estimated Start date DD/MM/YY	Off-the job training Unit number Area number	Off-the-job training, assessment and apprentice reviews	On-the-job support for learning, competency and behaviour (Please refer to Care Certificate Link)
			5.4 Make others aware of any actions they may be undertaking that are causing discomfort or distress to individuals
30/01/23	U31/35	Review of Unit 31/35 Portfolio Building	
06/02/23	U26	LO1: Understand the causes of a stroke LO2 Understand how to recognise a stroke in an individual LO3: Understand how to manage risk factors for stroke	
13/02/23	U26	LO4: Understand the importance of emergency response and treatment for stroke LO5: Understand the management of stroke	
20/02/23		Half Term	
27/02/23		Portfolio Building - review all units	
06/03/23		Portfolio Building - review all units	
13/03/23		Portfolio Building - review all units	
20/03/23		Portfolio Building - review all units	
27/03/23		Course Completion	