



London Professional Academy(LPA)

**NCFE CACHE LEVEL 2 ADULT SOCIAL CARE
CERTIFICATE**

Learner Induction

Develop Yourself as a Social Care Worker

Welcome

Welcome to your new role. It is one in which you will be able to make a real difference to the lives of the people you work with. Any new role brings with it new things to learn. You are being asked to complete the Induction Programme to help you build your confidence and make sure you have the skills and knowledge to succeed in your job. The team members in London professional Academy (LPA) will help you during your induction and you should use the opportunity to ask about anything you do not understand or do not know how to do. Induction is the first step along a learning and developing pathway that will continue throughout your course.

As a registered social care worker you are required to work to the Skills for Care Standards of Conduct and Practice which are binding on all social care workers. Social care workers are required to be 'accountable for the quality of your work and take responsibility for maintaining and improving your knowledge and skills' and 'Develop yourself as a social care worker'. This workbook explains what induction is, what to expect when you start the course, plus how induction can put you on the right track for giving high-quality care and support and assist you in future learning and development.

Units

NCFE CACHE Level 2 Study Programme which a learner undertake with LPA will cover a wide variety of topics which contribute to support in the development as a health and social care practitioner.

The course has 35 credit value and comprised of 15 mandatory units:

Understand own role and responsibilities in Adult Social care (2 credits))

Personal development (2 credits)

Duty of care (2 credits)

Equality, diversity, inclusion and human rights (2 credits)

Work in a person-centred way (3 credits)

Communication (3 credits)

Privacy and dignity (3 credits)

Support individuals to meet nutrition and hydration needs (2 credits)

Awareness of mental health conditions and Dementia (3 credits)

Safeguarding Adults (3 credits)

Safeguarding Children (1 credit)

Health and safety, principles of Basic Life Support (3 credits)

Information Handling (1 credit)

Infection prevention and control (2 credits)

Awareness of learning disability and Autism (3 credits)

Prior to the course, a learner will also be assessed in Maths and/or English qualifications. Success on your course requires good attendance to ALL of your lessons, a positive attitude and engagement with your learning and behaviour, good time management and the display of professional values.

About this qualification

The qualification is based in Care Certificate Standards. It develops the knowledge and skills to work in adult social care by improving skill gaps while reducing the need for retraining. It is to ensure that the learners have an effective support throughout the learning process to progress towards rewarding careers.

Learner can progress towards Level 3 and 4 Diploma in Adult Care leading to become a Care Worker, Lead Adult Care Worker, Support Worker and Senior Support Worker.

To achieve this qualification, learners must successfully demonstrate their achievement of all learning Objectives of the units as detailed in this Qualification Specification Document on NCFE Website. A partial certificate may be requested for learners who do not achieve the full qualification but have achieved at least one whole unit.

Induction Programme

Our Induction Programme consists of seven modules that are aligned to the Social Care Council and Skills for Care Standards of Conduct and Practice. Each module contains a number of 'areas of knowledge' that workers require before they can work safely without close supervision. This Induction Programme will not cover induction in its entirety as there will be other knowledge and skills a worker will need that are specific to their role. In the workplace real work environment (RWE), line managers and supervisors are responsible for explaining to each worker what these are, and arranging for them to learn and be assessed in those areas where the learners are appraised and supervised as part of these systems. This will give the manager(s) an opportunity to assess their performance (i.e. how they are applying the learning and to identify any extra learning or support they might need). Learners must spend a minimum of 40 hours working, volunteering or on practical placement to be able to show competence in both knowledge and skills for all the units.

For those workers who are self-employed (and therefore not part of an organisation), systems for supervision may not be readily available. It is therefore incumbent upon them to find a way to improve their skills and knowledge. This may be by sharing resources with others in a similar situation, through their local Health and Social Care Trust (if they contract

with them), or through a professional body. Learner's evidence is mandatory for all the units and the type of evidences may be accepted (details provided in the Qualification Specification document on NCFE website).

Qualification delivery

This course is delivered by tutors who are experienced and qualified in the subject area. They will deliver the course through online and in-person classes (schedule will be provided) in line with the learning objectives (LO) and assessment criteria (AC) outlined by NCFE. Skill based criteria are assessed in RWE through portfolio of evidence, collected throughout the course and assessed by a qualified assessor. The tutors will provide constructive feedback during the assessment process whilst following the standardisation process outlined by NCFE.

Qualification assessment

This qualification is internally assessed and externally quality assured. Assessment of knowledge and learning of learners involves different assessment methods like written assignments, in class-quizzes, group activities. The core of the assessment consists of one component: a portfolio of evidence, which will be assessed by LPA staff and externally quality assured by NCFE and must be attained in order to receive Level 2 Adult Social Care Certificate.

Learners who are not successful can have their work resubmitted within the registration period outlined for the qualification by NCFE; however, an additional charge may apply.

Recognition of prior learning (RPL)

RPL is defined as 'a method of recognising previous learning'. It is based upon the fact whether learners can demonstrate that they can meet the requirements for a unit through knowledge and skills they already possess. NCFE recommended range of assessment methods may be used by LPA for the units in this qualification. RPL can demonstrate competence or achievement within a unit or qualification. Learner's previous achievement is assessed against the assessment criteria (AC) of a unit through evidence that is reliable and meet the same criteria that other assessment methods use, in line with LPA's RPL Policy (available on the website).

Resources

The learners are advised to get acquainted with the following resources, alongside the resources provided by the tutors whilst delivery of this course:

1. NHS England (<https://www.england.nhs.uk/>)
2. UK Health (<https://www.gov.uk/government/organisations/uk-health-security-agency>)
3. Skills for Care (<https://www.skillsforcare.org.uk/Home.aspx>)
4. World Health Organisation (<https://www.who.int/>)

LPA Policies

Following is the list of mandatory LPA policies for any learner to get themselves acquainted with before starting this course. Learners are advised to go to LPA website for these policies (<https://londonpro.org.uk/>):

1. Health and safety Policy
2. Equality, Diversity and Inclusion Policy
3. Safeguarding Policy
4. Data protection Policy
5. Recognition of Prior Learning Policy

There is a host of other policies that can be viewed alongside the above policies for which learners are directed towards LPA website. Qualification specific information is available on NCFE website.