

TCHC GROUP LIMITED

LEAD ADULT CARE WORKER

LEVEL 3 STANDARD

ABOUT US

TCHC Group Limited have been a leading provider of skills training and provision for 17 years, delivering our vision of transforming the lives of individuals by being the first-choice provider for exceptional provision of employment, skills, apprenticeships and business support.

To date, we have helped 270+ employers to access our apprenticeship services and 1000+ apprentices to develop their careers.

What is an Apprenticeship?

An apprenticeship is a form of employment while studying for a core set of skills that will upskill an individual and provide them a qualification that can help boost their career goals. As an employee, an apprentice is entitled to the same rights as a contracted employee with full time pay (wage is determined by the employer) with holiday leave and statutory sick pay.

What is Lead Adult Care Worker?

As a Lead Adult Care Worker you will make a positive difference to someone's life when they are faced with physical, practical, social or emotional challenges. You will be expected to exercise judgement and take appropriate action to support individuals to maintain their independence, dignity and control.

Typical Job Roles

- Care Assistant
- Care Worker
- Support Worker
- Personal Assistant
- Relief Team Worker
- Support Worker
- Disability Support Worker
- Key Worker in Residential Settings
- Key Worker in Domiciliary Services
- Key Workers in Day Services
- Home Care Support Worker
- Substance Misuse Worker
- Learning Disability Support Worker
- Mental Health Support Worker

ELIGIBILITY:

- Candidate must have resided in the EU for the last 3 years
- Must be employed working at least 30 hours
- Must not be enrolled in any other type of government funded training
- Must not have attained a qualification that supersedes the desired apprenticeship programme

DELIVERY MODEL

Where does the programme take place:

Currently remote delivery through Microsoft Teams.

When are sessions booked:

1st session booked at induction and then after previous sessions.

Is there a schedule for the entire programme:

No dedicated schedule for the whole programme regarding dates and times as typically we arrange sessions after the previous session. We will have lesson plans scheduled for each session but this is only viewed by the Learning Coach.

Frequency of sessions:

Once a month, typically 3 hours per session.

CONTENT

Knowledge, Skills and Behaviours (KSB's) are the main aspects of assessing an apprentice's competency within their occupation of employment.

Knowledge

- Tasks and Responsibilities
- Dignity and Human Rights
- Communication
- Safeguarding
- Health and Wellbeing
- Professional Development

Skills

- Tasks and Responsibilities
- Dignity and Human Rights
- Communication
- Safeguarding
- Health and Wellbeing
- Professional Development

Behaviours

- Care
- Compassion
- Courage
- Communication
- Competence
- Commitment

Functional Skills

If you do not have a maths and English GCSE grade C or above they will be required to complete Functional Skills maths and English at level 2 during the Apprenticeship.

Any opportunity to apply to a recognised body within the profession.

The administration role may be a gateway to further career opportunities, such as management or senior support roles.

20% OFF THE JOB

All Apprentices must have a minimum of 20% off-the-job training which needs to be completed within working hours. If training must, by exemption, take place in an evening, or outside of contracted hours, we would expect this to be recognised (for example, through time off in lieu). Your TCHC Dedicated Account Manager will help you agree the off-the-job training before the start of the apprenticeship.

COURSE OUTLINE

1

Initial Assessments Pre-enrolment

Initial Assessments
English & maths

Lead Adult Care Worker Entry Assessment

2

On-programme Learning Month 0-15

Knowledge, Skills and Behaviours

Functional Skills:*
English Level 2
Maths Level 2

3

Gateway Month 15

Attained at least the minimum knowledge, skills and behaviours detailed in the Standard

Successful completion of a work-based assignment covering all three units

Achieved Functional Skills certificates at level 2 for English and maths*

4

End Point Assessment (EPA) Month 16-18

Situational Judgement Test
50%

Professional Discussion
50%

**if you have already achieved GCSE grade C/grade 4 or above in English and maths, you may be exempt from this element.*

END POINT ASSESSMENT (EPA)

The EPA takes place once you have completed your on-programme learning and your readiness to complete the apprenticeship has been determined. The EPA enables you to prove your competence in the role of a digital marketer and will be facilitated by an independent End Point Assessment Organisation (EPAO). Your employer and TCHC Learning Coach will guide you through your EPA and advise you on the best approach to take towards your assessment.

What does the EPA consist of?

For the Lead Adult Care Worker Level 3 course, you are required to complete two assessments. The two methods of assessment will build a cumulative picture of how well you have met the requirements of the apprenticeship standard. The overall grade you are awarded is a holistic judgement of all EPA requirements, none of the assessments are graded individually. In order to pass the apprenticeship, you must meet the expected level of quality in each assessment.

What does the EPA consist of?

Situational Judgement Test

Area Assessed:	Knowledge All knowledge elements will be assessed in this component Skills <ul style="list-style-type: none">• Undertake main tasks and responsibilities according to job role• Communicate clearly and responsibly
Assessed by:	Independent Assessment Organisation
Grading:	Pass/Merit/Distinction
Weighting:	50%

Professional Discussion

Area Assessed:	All knowledge and behaviours will be assessed in this component using a wide range of evidence sources including the self-assessment and testimonies from people who use services
Assessment by:	Independent Assessment Organisation
Grading:	Pass/Merit/Distinction
Weighting:	50%

Grading

Distinction	90%
Pass	70%
Fail	<70%

SITUATIONAL JUDGEMENT TEST

A series of different scenarios and situations will be used, with a series of questions requiring responses which will demonstrate the apprentices knowledge of that particular topic. They will have their knowledge, skills and behaviours assessed and the test may be delivered online or be paper-based, and is multiple choice. The questions will be set at the level of that expected of the qualification or from training of an equivalent standard, quality and scope

PROFESSIONAL DISCUSSION

A professional discussion will be undertaken with an Independent End-point Assessor. The discussion will be of no more than 45 minutes duration. Candidates can only apply to undertake the discussion component once the multiple choice assessment has been achieved. The discussion will draw questions and amplifications from prior learning and experience including, where applicable, the candidate's self-assessment and supporting evidence including testimony from users of services and a sample of standardised candidate questions asked of every apprentice candidate in the interview.

COMPLETION

The Independent End-point Assessor confirms that each assessment element has been completed. The apprenticeship includes pass, merit and distinction grades with the final grade based on the apprentice's combined performance in each assessment activity.

In order to achieve the apprenticeship, the apprentice is required to pass each of the assessments. Should an apprentice fail one assessment activity this should be retaken as soon as the apprentice is ready and when practicable for the business.

Should they fail two or more activities a period of further training and development lasting between one and three months must take place before a resit.

FAQ's

Do I have to be in full-time employment to enrol onto this course?

In order to enrol onto one of our courses, you must be employed a minimum of 30 hours per week. If you are not already employed in a role that meets our entry requirements, we will work with you to find a suitable role that supports your career aspirations.

If I apply for a job vacancy as part of my course how much will I be paid?

Each vacancy we advertise is different and the salary you receive will be dependent on the employer, role and industry you apply for.

The roles we advertise are apprentice positions, however, we encourage our employers to pay above the NMW for apprentices and many of our positions include performance related incentives.

Further guidance on the NMW for apprentices can be found online at www.gov.uk/nationalminimum-wage-rates.

Will I be entitled to paid annual leave whilst studying?

Throughout your programme you will be entitled to the same statutory leave entitlement and have the same right to Statutory Sick Pay (SSP) as other employees. To calculate your statutory leave entitlement please visit www.gov.uk/holiday-entitlement-rights.

What happens if I fall behind?

Your tutor will be closely monitoring your progress with regular reviews to ensure you are on track. If at any point your development is not where it should be, your tutor and employer will work with you to update your individual learning plan and ensure you get up to speed.

What happens if my employer doesn't allow me time to study?

All employers are legally required by the UK Government to allow you 20% of your contracted working hours to study towards your course. If you are having difficulties with your employer, please speak to your learning coach.

What happens when I finish my course?

At the end of your course, if we have placed you into your role, your employer will decide whether they will continue to employ you as a full-time member of staff and you'll have the opportunity to decide which steps you take next. Your tutor will talk to you about career progression and you may also wish to progress onto a further training course with TCHC Group.

CONTACT US

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