

TCHC GROUP LIMITED

LEAD PRACTITIONER IN ADULT CARE

LEVEL 4 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 Practitioner in Adult Care?

A Lead Practitioner in Adult Care will guide and inspire team members to support adults facing personal challenges. You will be a coach and mentor to others and will have a role in assessing performance and quality of care delivery.

Typical Job Roles

- 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 Re-ablement Assistant
- Telecare Assistant

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 Practitioner in Adult Care 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

Observation of Practice

Professional Discussion
(Underpinned by a Portfolio)

**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 Practitioner in Adult Care Level 4 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?



Grading	
Distinction	90%
Pass	70%
Fail	<70%

OBSERVATION OF PRACTICE

Observation of Practice must include the ability to demonstrate their skills, behaviour and leadership to external/internal stakeholders. The apprentice must lead the observed activity and will have prepared for this after the gateway in agreement with the employer and EPAO.

The apprentice should be given 4 weeks to prepare for this activity following the gateway. Apprentices must ensure that the appropriate organisational staff are present at the activity and are notified in advance of the activity. Any preparatory documentation/presentation should be mapped against the required KSBs and should be shared with the EPAO seven days before the observation.

Examples of observed activities could include:

- Preparing for a best interest meeting through consultation with the care staff team. This should include the rationale around the need to trigger the meeting, the roles and responsibilities of who should be involved and the potential implications for the service
- Leading a meeting where they guide and support colleagues around how to implement the required care delivery within the service to support people that use the services regarding their identified care needs, goals and required outcomes
- A response to regulatory and legislative requirements that specifically impact upon how the needs of people that use the services are being met. For example, this could be communicating the outcomes of working with external partners and stakeholders so as to deliver positive change to the people being supported by the service
- Development of service provision so that it can improve service delivery to more effectively meet the needs and aspirations of the people that use the services
- Crown copyright 2020 You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. Visit www.nationalarchives.gov.uk/doc/open-government-licence
- For example, this may be in the form of presenting some information or analysing data in relation to evidence based practice to develop or improve the service provision

PROFESSIONAL DISCUSSION

- The professional discussion is an in-depth, two-way discussion between the apprentice and the independent assessor
- The professional discussion is for the independent assessor to ask the apprentice questions in relation to knowledge, skills and behaviours
- Crown copyright 2020 You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. Visit www.nationalarchives.gov.uk/doc/open-government-licence
- The professional discussion must take 90 minutes + 10% at the discretion of the independent assessor to allow the apprentice to finish their last point. The room should be quiet and free from distraction
- The independent assessor will ask questions to ensure all the relevant knowledge, skills and behaviours are covered
- The independent assessor must ensure that a minimum of one question is asked for each of the knowledge, skills and behaviour groups that are mapped to this assessment method, as defined in the Occupational Standard (e.g. tasks and responsibilities, dignity and human rights, communication, safeguarding, health and wellbeing, and professional development)
- The independent assessor can ask follow up questions for clarity
- The questions will be provided by the EPAO and the independent assessor will select from these based on their review of the apprentice's portfolio. Guidance must be provided to the independent assessor on how to conduct the professional discussion and retained for audit purposes by the EQAP
- A question bank must be developed by EPAOs. The question bank must be of sufficient size to prevent predictability and be reviewed regularly (at least once a year) to ensure that it, and its content are fit for purpose
- The responses to the questions must be recorded

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

Phone: 01923 698430

Email: info@tchc.net

Visit: www.tchc.net

2nd Floor,
21 Station Road,
Watford,
Hertfordshire,
WD17 1AP

