



Step Up Training and Care

From Training to Caring, we deliver excellence

Qualification Name	Level 4 Diploma in Adult Care
Qualification achieved	ICQ Level 4 Diploma in Adult Care 603/3181/1

Step Up Training and Care have been reviewed by the QACLS (Quality Assured Care Learning Service) for delivery of this qualification. This service from the Department of Health and Social Care will review the quality of individual courses and qualifications delivered by training providers to ensure that training and development is of good quality, easily accessible, meets the needs of the workforce and users of care services. We have met all these standards and therefore proud to be approved to display the QACLS logo against this qualification.



Qualification Structure

This qualification is assessed by building a portfolio of evidence under the guidance of a personal assessor assigned to help and support the learner.

The learner will dictate the pace of the qualification to fit around work and lifestyle commitments, however we do expect a learner to complete within 12 months of enrolment.

The learner will research and undertake assignments as a distance learning qualification.

Evidence may be submitted in a number of ways including
Telephone discussions
Written Submissions usually sent by email
Electronic completion of a E-portfolio

There will be an observation of the learner in practice arranged by the assessor at a convenient time to suit the learner and care setting.

There are no exams required to achieve the qualification

Qualification Duration

The total qualification time for this qualification is 700 hours and of this 410 are recommended as guided learning hours. This equates to approximately 9 months however the timescale is

dependent on a learner being fully engaged in their studies and submitting evidence back to their assessor usually on a weekly basis.

Costs

This course is £1100

If you are an employer and seeking your employee(s) to undertake this qualification, please note this qualification attracts funding from government pathways. The funding is delivered through the Learning and Development Support Scheme (LDSS) offered by the Department of Health and Social Care (DHSC). Employers make this claim on behalf of the employee; the LDSS scheme cannot and will not accept any claims from an individual. Step Up Training and Care cannot make the claim on behalf of any individual or employer, details of the scheme can be found here [Learning and Development Support Scheme for the adult social care workforce: a guide for employers - GOV.UK](#)

The rules for this scheme state employers pay an initial 60% of the qualification cost to Step up Training and Care, they then claim that outlay back from the LDSS scheme. Then upon completion and certification of studies the remaining 40% is paid to Step Up Training and Care and then claimed back from the LDSS scheme.

Individuals looking to undertake this qualification and paying for this personally will be offered options on how to pay for this course, including payments in full on registration or payment via a mutually agreed instalment plan. Individuals paying personally will not qualify for any funding reimbursements.

Who can enrol for this course?

Must be aged 16+.

Entry requirements

There are no prerequisites for this qualification, however It is advised that learners have a minimum of Level 2 in literacy or numeracy or equivalent.

Who is this qualification suitable for?

The objective of this qualification is to support a role in the workplace.

The content is appropriate for learners in a variety of settings in adult social care including

- residential care,
- domiciliary care
- day centres.
- It is also suitable for lead personal assistants who work as part of a personal assistant team at a senior level.
- Those working towards achieving a Level 4 Diploma in Adult Care (RQF) will have, and develop further, specialist skills and knowledge in their area of responsibility which enables them to lead in areas such as assessment or enablement, for instance. Learners will have responsibility for assessing performance and quality of care delivery. Their team members will look to them for inspiration, and they will provide coaching and mentoring to their colleagues.

Learners should have an input on care planning in their usual role to undertake this qualification.

This qualification supports delivery of the Lead Practitioner in Adult Care apprenticeship standard.

Certification

Upon successful completion of this qualification, you will be issued with a hard copy of your certificate.

Enrolment

Full details of how to enrol on this qualification can be found on our website, under the section Enrolment.

Module Content

To complete the Highfield Level 4 Diploma in Adult Care (RQF) learners must complete the following:

- the learner must achieve 44 credits from the mandatory group A
- 26 credits from optional group B, 11 of which must be at level 4 or above.

Mandatory units are:

- A/616/9382 Working in partnership with others in adult care settings
- D/616/9388 Lead practice for managing and disseminating records and reports
- D/616/9391 Equality diversity and inclusion in health, social care or children's and young people's settings
- F/616/9383 Understand safeguarding and protection in adult care settings
- H/616/9389 Lead Communication in adult care settings
- H/616/9392 Facilitate support planning to ensure positive outcomes for individuals and to support wellbeing
- J/616/9384 Understand personalisation in care and support services
- K/616/9393 Facilitate person centred assessment to support wellbeing
- L/616/9385 Safeguard children and young people who are present in the adult care sector
- M/616/9394 Develop, maintain and use records and reports
- R/616/9386 Professional practice in adult care settings
- Y/616/9387 Personal development in adult care settings
- Y/616/9390 Lead health and safety in adult care settings

Optional Units are:

- A/616/4554 Support individuals to develop and run support groups
- A/616/4618 Obtain a client history
- D/602/3170 Understand how to manage a team
- D/616/4532 Collate and communicate health information to individuals
- F/616/3972 Awareness of the Mental Capacity Act 2005
- F/616/3986 Effective communication and building relationships in mental health work
- F/616/4541 Support individuals to access and use services and facilities
- H/602/3171 Lead and manage a team within a health and social care or children and young peoples setting
- H/616/4550 Support individuals to access education, training or employment
- H/616/4578 Understanding Suicide Interventions
- H/616/4581 Facilitate learning and development activities to meet individual needs and preferences
- J/616/4539 Support individuals during the last days of life
- J/616/4556 Monitor and review individuals progress in relation to maintaining optimum nutritional status
- J/616/4590 Provide advice on foot care for individuals with diabetes
- K/600/9711 Manage physical resources
- K/616/3982 Enable individuals with mental health problems to develop alternative coping strategies
- K/616/4551 Support individuals to access and manage direct payments
- L/616/3943 Understand Advance Care Planning

- L/616/4557 Give presentations to groups
- M/602/2850 Manage health and social care practice to ensure positive outcomes for individuals
- M/616/3904 Understand mental well-being and mental health promotion
- M/616/3983 Duty of care in care settings
- M/616/4003 Promote personal development in care settings
- M/616/4552 Work in partnership with families to support individuals
- M/616/7712 Support individuals in the use of assistive technology
- R/602/2338 Recruitment and selection within health and social care or children and young peoples settings
- R/616/3958 Understand mental health and behaviour management of children and young people
- R/616/4589 Support individuals to manage dysphagia
- T/602/2574 Manage induction in health and social care or children and young peoples settings
- T/602/2753 Manage finance within own area of responsibility in health and social care or children and young people's setting
- T/602/3174 Lead and manage group living for adults
- T/616/3953 Collaborate in the assessment of environmental and social support in the community
- T/616/7654 Work with families, carers and individuals during times of crisis