



Step Up Training and Care

From Training to Caring, we deliver excellence

Qualification Name	Level 5 Diploma in Leading and Managing an Adult Care Service
Qualification achieved	iCQ Level 5 Diploma in Leading and Managing an Adult Care Service (England))610/2987/7

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.



Government Recommended
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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 800 and of this 582 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 £1565

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 19+.

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, and able to demonstrate prior achievement of qualifications at either level 3 or 4.

Who is this qualification suitable for?

The iCQ Level 5 Diploma in Leading and Managing an Adult Care Service (England) is an occupational qualification for learners who work in a managerial role within Adult Care Settings/services in England.

The objectives of this qualification are to:

- support the development of registered managers of adult social care services
- specifically develop the leadership and management skills of learners

The content is appropriate for learners who manage care and support services for adults in England.

The qualification aims to develop learners' skills and knowledge in leadership and management to ensure that services can respond fully to the needs and aspirations of those that use their provision.

The qualification develops leadership skills, innovation and entrepreneurial skills, the importance of embedding robust values and commitment to partnership working

You must also be working in positions where you have input on staff supervisions, deal with complaints, leading or managing a team, input within finance, lead staff meetings and have input within care needs assessments. Suited job role are, but not limited to:

- Anyone employed in the Health and Social care sector who is in a managerial role and looking to progress their career
- Registered Managers of Adult Care Services

- Anyone with the opportunity to move into a managerial role and requires the underpinning knowledge and skillset to make the move into the role successful
- Anyone already in a management position but is yet to achieve a formal qualification at Level 5

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 5 Diploma in Leadership and Management for Adult Care (RQF), learners must complete the following:

- learners must achieve a minimum of 95 credits overall. 79 credits must be achieved from the 19 mandatory units.
- Learners must also complete a minimum of 16 credits from the optional units.

Mandatory units are:

- F/650/6561 Decision making within adult care
- T/650/6658 Manage own professional development and personal wellbeing
- D/650/6560 Continuous improvement within adult care
- D/650/6641 Leading outcome based and person-centred practice in adult care
- F/650/6651 Leading partnership working in adult care
- H/650/6562 Governance and regulatory processes in adult care
- J/650/6680 Market provision and integrated approaches in adult care
- K/650/6564 Leading and managing health and safety in adult care
- K/650/6654 Leading team learning and professional development in adult care
- K/650/6681 Risk taking and risk management in adult care
- L/650/6682 Safeguarding in adult care
- M/650/6575 Leading equality, diversity, inclusion and human rights in adult care
- M/650/6683 Supervision and performance management in adult care
- R/650/6657 Leading the vision of an adult care service 5
- R/650/6684 Team leadership in adult care
- T/650/6559 Communication and information management in adult care
- T/650/6685 Understand resource management in adult care
- Y/650/6659 Managing comments, concerns and complaints in adult care
- Y/650/6686 Understanding leadership and management in adult care

Optional Units are:

- A/650/6768 Lead and manage adult care services to promote mental health and wellbeing for individuals
- A/650/6948 Operational and business development in adult care
- D/650/6769 Leading and managing clinical skills and health care in adult care

- D/650/6911 Managing induction within adult care
- D/650/6949 Understanding advocacy in adult care
- J/650/6770 Leading and managing specialist areas of care
- J/650/6905 Manage dementia care practices within adult care
- J/650/6950 Understanding sexuality and sexual health in adult care
- K/650/6771 Leading mentoring and coaching in adult social care
- K/650/6906 Manage finance and budgets in adult care
- K/650/6951 Undertaking research in adult care
- L/650/6772 Leading the workforce to use and develop digital skills in adult care
- L/650/6907 Manage quality assurance in adult care
- M/650/6773 Manage care for individuals with learning disabilities and/or autism
- M/650/6908 Manage support for individuals with physical disabilities and impairments
- R/650/6909 Managing a service to promote independence in adult care
- R/650/6945 Managing recruitment, selection and retention in adult care
- T/650/6946 Managing the use of assistive technology in adult care
- Y/650/6947 Managing transitions within adult care