

# Preparing to Work in Adult Social Care - Level 3 Course

## Key Information

**Course Format:**  
Paper Based Course Materials

**Price:**  
£250.00

**Assessment:**  
Written Assignments

**Payment Options:**  
Spread the cost over 4 monthly payments

**Approximate Study Time:**  
200 Hours of Self Study

**Initial Payment of**  
£100.00

**Approximate Delivery Time:**  
1-2 Working Days (Courier Service)

**Followed by 3 payments of:**  
£50.00



The **Preparing to Work in Adult Social Care - Level 3 Course** is aimed at Learners who are considering, or starting out in, a career in Adult Social Care. It equips Learners with underpinning knowledge and understanding of the sector and their role within it.

This course develops the essential knowledge needed and covers the role of the social care worker, safeguarding, communication, diversity, equality and inclusion, and personal development.

**Please Note:** We have an option for both this Level 3 or a Level 2 Course. The choice of course should be based upon the students preferences for the level of study they are comfortable with and their personal progression requirements.

The aims of this course are to allow students to develop a knowledge and understanding of the following aspects of working in Adult Social Care:

- Communication
- Equality, diversity and inclusion
- Personal development
- Role of the social worker
- Handling information
- Health & safety
- Safeguarding
- Duty of Care
- Person centred approaches

### The course includes the following units:

#### • Unit 1 - Principles of communication in adult social care settings

Learning Outcomes: Understand why effective communication is important in adult social care settings, Understand how to meet the communication and language needs, wishes and preferences of an individual, Understand how to overcome barriers to communication, Understand principles and practices relating to confidentiality.

#### • Unit 2 - Principles of personal development in adult social care settings

Learning Outcomes: Understand how to reflect on practice in adult social care, Understand the importance of feedback in improving own practice, Understand how a personal development plan can contribute to own learning and development.

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- **Unit 3 - Principles of diversity, equality and inclusion in adult social care settings**

Learning Outcomes: Understand the importance of diversity, equality and inclusion, Understand how to work in an inclusive way, Understand how to raise awareness of diversity, equality and inclusion.

- **Unit 4 - Principles of safeguarding and protection in health and social care**

Learning Outcomes: Know how to recognise signs of abuse, Know how to respond to suspected or alleged abuse, Understand the national and local context of safeguarding and protection from abuse, Understand ways to reduce the likelihood of abuse, Know how to recognise and report unsafe practices.

- **Unit 5 - Principles for implementing duty of care in health, social care or children's and young people's settings**

Learning Outcomes: Understand how duty of care contributes to safe practice, Know how to address conflicts or dilemmas that may arise between an individual's rights and the duty of care, Know how to respond to complaints.

- **Unit 6 - Understand the role of the social care worker**

Learning Outcomes: Understand working relationships in social care settings, Understand the importance of working in ways that are agreed with the employer, Understand the importance of working in partnership with others.

- **Unit 7 - Understand person-centered approaches in adult social care settings**

Learning Outcomes: Understand person-centred approaches in adult social care, Understand how to implement a person-centred approach in an adult social care setting, Understand the importance of establishing consent when providing care or support, Understand how to implement and promote active participation, Understand how to support an individual's right to make choices, Understand how to promote individual's well-being, Understand the role of risk assessment in enabling a person-centred approach.

- **Unit 8 - Understand health and safety in social care settings**

Learning Outcomes: Understand the different responsibilities relating to health and safety in social care settings, Understand risk assessments and their importance in relation to health and safety, Understand procedures for responding to accidents and sudden illness, Understand how to reduce the spread of infection, Understand how to move and handle equipment and other objects safely, Understand the principles of assisting and moving an individual, Understand how to handle hazardous substances, Understand how to promote environmental safety procedures in the social care setting, Understand how to manage stress, Understand procedures regarding handling medication, Understand how to handle and store food safely.

- **Unit 9 - Understand how to handle information in social care settings**

Learning Outcomes: Understand requirements for handling information in social care settings, Understand good practice in handling information in social care settings, Understand how to support others to handle information.

## Prerequisites:

There is no prior learning knowledge or experience required to take this course.

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## Course Duration & Support:

Students may register at any time and have a full year to complete their studies. You also have access to a personal tutor by mail or email for a 12 month period. As the course is self study you can complete in as little or as long a time as you prefer.

## Assessment:

Each unit of the course is followed by a written assignment (comprising a portfolio of evidence of learning), which is submitted and then assessed by your tutor. Each assignment will consist of a mixture of knowledge and understanding based tasks requiring text based / essay style answers. Your work can be sent back to your course tutor by email or by post.

## Certification:

At the end of this course successful learners will receive a Certificate of Achievement from ABC Awards and Certa Awards and a Learner Unit Summary (which lists the components the learner has completed as part of the course).

The course has been endorsed under the ABC Awards and Certa Awards Quality Licence Scheme. This means that Kendal Publishing has undergone an external quality check to ensure that the organisation and the courses it offers, meet defined quality criteria. The completion of this course alone does not lead to a regulated qualification\* but may be used as evidence of knowledge and skills gained.

The Learner Unit Summary may be used as evidence towards Recognition of Prior Learning if you wish to progress your studies in this subject. To this end the learning outcomes of the course have been benchmarked at Level 3 against level descriptors published by Ofqual, to indicate the depth of study and level of demand/complexity involved in successful completion by the learner.

Information on level descriptors can be found on the Ofqual's level descriptors page. We provide a link to this on each course page of our website.

The course itself has been designed by Kendal Publishing to meet specific learners' and/or employers' requirements which cannot be satisfied through current regulated qualifications. ABC Awards & Certa Awards endorsement involves robust and rigorous quality audits by external auditors to ensure quality is continually met. A review of courses is carried out as part of the endorsement process.

ABC Awards and Certa Awards have long-established reputations for providing high quality vocational qualifications across a wide range of industries. ABC Awards and Certa Awards combine over 180 years of expertise combined with a responsive, flexible and innovative approach to the needs of our customers.

Renowned for excellent customer service, and quality standards, ABC Awards and Certa Awards also offer regulated qualifications for all ages and abilities post-14; all are developed with the support of relevant stakeholders to ensure that they meet the needs and standards of employers across the UK.

\*Regulated qualification refers to those qualifications that are regulated by Ofqual / CCEA / Qualification Wales