



# IfATE

Shaping skills training

## Standard Draft Preview

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Standard in development  
L3: Lead adult care worker  
Version 1.3

Title of occupation

Lead adult care worker

UOS reference number

ST0006

Core and options

No

Level of occupation

Level 3

Occupational maps data

Route: Care services

Pathway: Care Services

Cluster: Adult care worker

Typical duration of apprenticeship

18 months

Target date for approval

01/01/0001

Resubmission

No

Would your proposed apprenticeship standard replace an existing framework?

No

Does professional recognition exist for the occupation?

No

Regulated occupation

Is this a statutory regulated occupation?

No

## Occupational summary

Occupation is found in settings where adults require support and care to live as independently as possible, often involving complex needs, rehabilitation, or long-term care. These include residential or nursing homes, domiciliary care, supported living services, rehabilitation and reablement services, hospices or palliative care settings, NHS and community health services, adult day and respite services.

The broad purpose of the occupation is both hands-on and supervisory, combining direct care with leadership to foster a caring, safe, nurturing and empowering environment for service users and team members alike, and promoting best practices amongst colleagues. The lead adult care worker may support and supervise junior staff, ensuring adherence to care plans and health and safety standards.

Lead adult care workers often work shift systems depending on the size of the organisation. They may work on their own or as part of a team. The twenty-four hour nature of the adult

care sector often demands overnight, flexible or shift working patterns. They may work weekends or public holidays and may be on call to respond to emergencies or staffing shortages. They are often a supervisor or shift team leader and will usually report to a team leader or care manager. They will be able to work with minimum supervision.

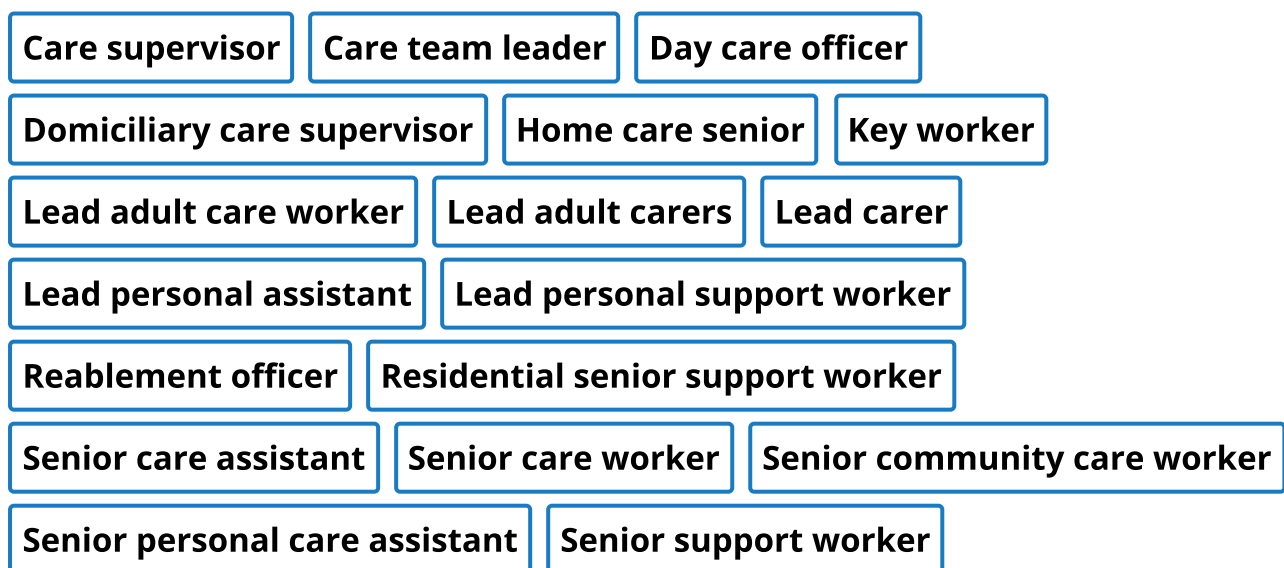
In their daily work, an employee in this occupation interacts with the wider team in the organisation to ensure comprehensive and high-quality care for the individuals they support. They may also work with external professionals including:

care assistants, support workers, healthcare professionals, social workers, safeguarding officers, external agencies, families or advocates.

An employee in this occupation will be responsible for:

- promoting independence, person centred care, dignity and overall wellbeing for service users.
- assisting with personal care, mobility and daily activities,
- ensuring the physical and emotional needs of service users are met
- supervision of junior care staff
- protecting vulnerable individuals from harm
- safeguarding, health, safety, environmental regulations and guidelines
- accurately recording and reporting on care activities, to comply with regulatory standards.

### Typical job titles



Are there any statutory / regulatory or other typical entry requirements?

No

Occupation duties

DUTY	KSBS
Duty 1 Lead a team of care workers to deliver high-quality care, providing supervision and mentoring where appropriate, while promoting effective teamwork.	K1 K17 K22 S1 S2 S13 S14 S20 S21 S22 B4
Duty 2 Support team performance and assist in resolving conflicts or issues within the care team, contributing to a supportive and positive working environment.	K1 K2 S1 S2 S13 S15 S21 B2 B3 B4
Duty 3 Contribute to the development and review of individualised care or support plans, ensuring they reflect person-centred care principles.	K3 S3 S4 S16 B4 B5
Duty 4 Support service users to maintain independence and control over their lives, ensuring their dignity, rights, and choices are respected.	K3 K4 K18 S3 S6 S7 S19 S21 B1 B2 B3 B4
Duty 5 Foster and maintain professional relationships with external stakeholders, service users, and those important to them, ensuring effective communication and collaboration with families and healthcare professionals.	K5 K7 K14 K21 K22 S5 S6 S7 S16 S17 S20 S21 B2
Duty 6 Monitor and support individuals' physical, emotional, and mental wellbeing, taking appropriate action based on their conditions, and advocate on their behalf to ensure their needs are met.	K3 K6 K16 K18 K19 K20 S6 S7 B1 B2 B3 B4
Duty 7 Coordinate and support individuals' access to health services, such as therapy or medical appointments, to maintain or improve their health and wellbeing.	K3 K4 K7 K16 K19 K20 S7 S14 S16
Duty 8 Implement safeguarding practices to ensure the safety and protection of individuals in care, including reporting concerns and following organisational procedures.	K4 K8 K22 S8 S20

Duty 9 Apply and follow organisational procedures related to health and safety, infection control, and risk assessments to ensure compliance and maintain a safe care environment.	K19 K22 S18 S20
Duty 10 Document and maintain accurate care plans, progress reports, and incident records using both verbal and written communication, ensuring that all care provided and any incidents or concerns are recorded appropriately.	K10 K18 S10
Duty 11 Follow current regulatory standards, ethical guidelines, and legal requirements, ensuring care practices protect individuals' rights, safety, and wellbeing, and supporting team compliance to maintain a high standard of care.	K1 K9 K11 S8 S9 S11 S18
Duty 12 Maintain personal continuous professional development (CPD) to meet the requirements of the role, ensuring up-to-date knowledge of social care legislation, policies, and best practices that maintain, inform, and improve care delivery.	K12 K13 K15 K17 K20 S12 S21
Duty 13 Assist in providing team members with appropriate training and development opportunities to ensure they are competent, knowledgeable, and confident in delivering a quality service and improving service standards.	K9 K10 K13 K15 K16 S12 S22
Duty 14 Co-ordinate and monitor care and support for individuals with specific needs ensuring care plans are followed and high-quality support is provided	K4 K6 K9 K10 K14 S15 S17 S21 B2

## KSBs

### Knowledge

K1: Theories of leadership styles and the impact these can have on individuals and the organisation.

K2: Techniques to support team performance and resolve conflicts or issues within the care team.

K3: Principles of an individualised care or support plan, person centred care.

K4: Ways to support service users to maintain independence and control over their lives.

K5: Principles of multidisciplinary working and how to develop and sustain collaborative and inclusive relationships with internal and external stakeholders.

K6: Recognise the impact of mental or physical capacity, health condition, learning disability or overall wellbeing when supporting individuals.

K7: Agencies and support services in place for support users and how to co-ordinate access to these services to improve their health and wellbeing.

K8: The principles of 'safeguarding' within own scope of practice and in line with organisational protocols.

K9: Health and safety relevant to own role.

K10: Ways to use, record and store data and information securely and in line with General Data Protection Regulation (GDPR) requirements and local and national policies, including the safe use of technology.

K11: The legislation, regulation, ethical guidelines local and national policies and codes of conduct that apply to own role.

K12: The importance of identifying and evaluating own learning and development need.

K13: The importance of enabling team members to access learning and development to deliver a quality service.

K14: Different complex needs and how to monitor and support service users.

K15: Principles of reflective practice and peer support related to service users within scope of own role.

K16: Communication methods to maximise understanding for individuals.

K17: Individual responsibility and accountability in maintaining professional boundaries within own scope of practice.

K18: The principles of 'duty of care' within own scope of practice.

K19: How to ensure that dignity is at the centre of all work with individuals and their support circles .

K20: Digital health solutions, care tools and assistive technologies.

K21: How inclusive practice supports equality, equity and diversity.

K22: Preventative, proactive and sustainable health care.

## Skills

S1: Provide leadership to individuals and the organisation.

S2: Work with team to overcome conflicts or issues within the care team.

S3: Participate in the development and review of individualised care or support plans applying person centred principles.

S4: Apply person centered approaches to support service users to maintain independence and control over their lives.

S5: Develop and sustain collaborative relationships with internal and external stakeholders to benefit/improve service delivery.

S6: Identify and respond to the mental or physical capacity, health condition, learning disability or overall wellbeing of individuals being supported.

S7: Refer and signpost service users to relevant support services and co-ordinate access to improve their health and wellbeing.

S8: Identify and respond to safeguarding concerns.

S9: Comply with Health and Safety procedures.

S10: Use, record and store data and information related to individuals securely and in line with GDPR requirements and local and national policies, including the safe use of technology.

S11: Work in line with the legislation, regulation, ethical guidelines local and national policies and codes of conduct that apply to own role.

S12: Participate in training and development activities and evaluate the impact of learning on own practice.

S13: Identify and enable training and development opportunities for team members to support them with delivering a quality service.

S14: Co ordinate and monitor support required for service users with complex needs.

S15: Reflect on own performance within a group environment with other colleagues to inform best practice.

S16: Communicate with individuals to facilitate understanding.

S17: Maintain professional boundaries within own scope of practice.

S18: Identify and respond to duty of care concerns.

S19: Demonstrate dignity in own role with individuals they support and other professionals.

S20: Champion the use of digital health solutions, digital care tools or assistive technology within scope of own role to support the holistic care of individuals either directly or indirectly.

S21: To be able to value, work and promote inclusion, equality, equity and diversity.

S22: Use preventative proactive and sustainable healthcare to reduce the environmental impact.

Behaviours



B1: Treat others with dignity.

B2: Self-reflective and aware.

B3: Caring and compassionate.

B4: Adaptable, reliable, resilient and consistent.

B5: advocacy

## Qualifications

### English and maths

Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

Does the apprenticeship need to include any mandated qualifications in addition to the above-mentioned English and maths qualifications?

Yes

### Other mandatory qualifications

Diploma in Adult Care

Level: 3

### Consultation

The TB group consulted with the wider sector amongst their organisations, but crucially have worked close with Skills 4 Care and Department for Health and Social care (DHSC) who identified the need to revise the apprenticeship standard so that it is in line with current practice and the DHSC role categories that were being developed in 2022.

The role category for level 3 has been completed, but this consisted of a a large scale public survey, consultations and working groups which IfATE were part of to determine what the sector required which supported the DHSC white paper and funding to improve training and qualifications in the adult care sector.

### Progression routes

Supporting uploads

Mandatory qualification uploads

Mandated degree evidence uploads

Professional body confirmation uploads

Subject sector area

1.3 Health and social care