



Step Up

Training and Care

From Training to Caring, we deliver excellence

Qualification Name	Level 4 Certificate in Principles of Leadership and Management for Adult Care
Qualification achieved	Highfield Level 4 Certificate in Principles of Leadership and Management for Adult Care 603/0974/X

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 341 and of this 150 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 £625

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 18+.

Entry requirements

To register for this qualification, learners are required to meet the following entry requirements:

- be 18 years of age or above
- Have significant experience within the care and support sector and/or currently working at Level 3 within Adult Care
- Graduates from different disciplines and other learners with no direct experience of care and support are likely to need placements, voluntary work or internships alongside the qualification to achieve a firm grounding in service delivery for the sector.

Who is this qualification suitable for?

The objective of the qualification is to introduce adult care leadership and management and to prepare learners to progress into further/higher level training such as the Highfield Level 5 Diploma in Leadership for Adult Care.

The qualification covers the essential knowledge required in adult care and support, as well as management.

Those learners who enter the sector from graduate entry programmes must also achieve the same level of preparedness to work as a social care manager. Those learners who have no direct experience of care and support will require placements or voluntary work alongside the qualification.

The qualification aligns with the Management Induction Standards and provides the learner with the knowledge and understanding to be able to move into a management role.

This qualification is suitable for those learners who are either:

- working at a level 3 and aspire to progress into management.
- Working as Managers (new in post), who wish to use this qualification to support with the Manager Induction Standards

Career progression is a key element in retaining and growing a high-quality workforce for the adult social care sector in England. Progression into management roles is particularly important and workers with excellent care and support skills at level 3 may be unprepared for the very different knowledge and skills required as a manager.

Therefore, this qualification has been developed as a direct route from the level 3 into level 5 management qualifications.

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 Certificate in Principles of Leadership and Management for Adult Care (RQF), learners must complete the following:

- all units contained within the mandatory group

Mandatory units are:

- Leadership and Management in Adult Care (Credit Value 2)
- Team Leadership in Adult Care (Credit Value 2)
- Governance in Adult Care (Credit Value 2)
- Regulatory Processes for Adult Care (Credit Value 2)
- Communication and Information Management In Adult Care (Credit Value 1)
- Partnership Working in Adult Care (Credit Value 2)
- Outcomes Based Person Centred Practice in Adult Care (Credit Value 1)
- Equality, Diversity and Inclusion in Adult Care (Credit Value 1)
- Continuous Improvement in Adult Care (Credit Value 2)
- Professional Development in Adult Care (Credit Value 2)
- Supervision and Performance Management in Adult Care (Credit Value 1)
- Resource Management in Adult Care (Credit Value 2)
- Safeguarding and Protection in Adult Care (Credit Value 1)
- Health and Safety in Adult Care (Credit Value 1)
- Risk-Taking and Risk Management in Adult Care (Credit Value 2)
- Managing Concerns and Complaints in Adult Care (Credit Value 2)
- Manage Self for Leadership in Adult Care (Credit Value 2)
- Decision Making in Adult Care (Credit Value 2)
- Entrepreneurial Skills in Adult Care (Credit Value 2)
- Innovation and Change in Adult Care (Credit Value 2)