

NVQ Level 4 in Leadership and Management for Care Services

Who is this course for?

The course has been developed with the experiences gained from practitioners in a variety of care sector positions who have held or are holding management positions.

All the tutors and the assessment team still ensure their occupational competence is maintained by undertaking duties in their specific areas of expertise. Students will develop skills relevant to the care sector which are practical and up to date, with natural experiential learning taking place.

This qualification is designed for all staff in management roles employed in the adult care sector, including deputy and assistant managers. Following the introduction of national registers for residential care managers in 2003, it is now necessary for managers to hold a qualification accepted for registration. This programme will enable students to meet the requirements of the National Minimum Standards for registered care services (as set by the Care Standards Act 2000).

The programme covers people management, budget management and quality issues. It is based on standards developed by Skills for Care, part of the Sector Skills Council. By allowing managers to review current best practice and develop their skills accordingly, the qualification will enable them to provide the best possible service to their clients. Because the qualification offers a good range of units to choose from, it can be tailored to the needs of each individual. It also links closely to the quality assurance requirements of Investors in People (IIP) accreditation, allowing homes to work towards both awards simultaneously.

Course content

The Qualification is made up of four mandatory units and four optional units

Mandatory Units:

- A1 Manage and develop yourself and your workforce within care services
- B1 Lead and manage provision of care services that respects, protects and promotes the rights and responsibilities of people
- C1 Develop and maintain systems, procedures and practice of care services to manage risks and comply with health and safety requirements
- E1 Lead and manage effective communication that promotes positive outcomes for people within care services

Optional units

Unit LMC A2: Facilitate and manage change through reflective, motivating and flexible leadership.

Unit LMC A3: Actively engage in the safe selection and recruitment of workers and their retention in care services.

Unit LMC A4 (HSC446): Manage a dispersed workforce to meet the needs and preferences of individuals at home.

Unit LMC A5 (MSC D6): Allocate and monitor the progress and quality of work in your area of responsibility.

Unit LMC B2: Lead and manage provision that promotes the well being of people.

Unit LMC B3: Manage provision that deals effectively with transitions and significant life events.

Unit LMC B4: Manage provision that supports parents families, carers and significant others to achieve positive outcomes.

Unit LMC B5: Manage and evaluate systems, procedures and practices for assessments, plans and reviews.

Unit LMC B6: Lead and manage provision that promotes the development of children and young people.

Unit LMC B7: Lead and manage group living provision.

Unit LMC B8: Lead and manage provision that promotes positive behavior.

Unit LMC C2 (HSC450): Develop risk management plans to support individuals independence and daily living within their home.

Unit LMC D1: Lead and manage work with networks, communities another professionals and organizations.

Unit LMC D2: Manage workers who are based in external multi-disciplinary teams.

Unit LMC E2: Identify, implement and evaluate systems, procedures and practice that measure performance.

Unit LMC E3: Monitor and manage the quality of the provision.

Unit LMC E4: Lead and manage provision that promotes opportunities, identifies constraints and manages risk.

Unit LMC E5: Plan operations and manage resources to meet current and future demands on the provision.

Unit LMC E6: Contribute to the strategic policies of the service.

Unit LMC E7: Develop, implement and review business plans and planning for your provision.

Unit LMC E8 (MSC E2): Manage finance for your area of responsibility.

Unit LMC E9: Manage procedures for making, responding to and learning from comments and complaints.

Unit LMC E10: Ensure policies, procedures and practice for the conduct of workers are adhered to.

Unit LMC E11 (MSC F1): Manage a project.

Unit LMC E12 (MSC, F2): Manage a programme of complementary projects.

Unit LMC E13: Market, cost and contract to ensure the viability of the provision.

As with any NVQ, the qualification is a competence-based programme and candidates are required to demonstrate competence and specific knowledge and understanding across a defined range of standards.

Typical modules may include

Managing people and healthcare

Healthcare providers tend to be complex institutions with the opinions of clinicians, healthcare professionals, politicians and the public translated into the organisations which work to meet the needs of those they serve. The external environment, the blurring of professional boundaries, clinical advances and financial constraints combine to provide continuing organizational challenges. This course demonstrates methods in which healthcare managers can effectively deal with these challenges.

Health systems, policy and financing

This course introduces students to individual elements of the health system and trends in health systems internationally with specific reference to policy development, financing and structural organisation.

Marketing

The aim of the course is to introduce students to the key marketing concepts and to develop participants understanding of the principles of marketing analysis.

Innovation Management

The management of change and innovation is a key skill for managers at all levels. The aim of this course is to provide students with an introduction to a range of different theories and models and of organisational change and innovation, alongside an ability to apply these theories appropriately to organisations.

Individual Research Report

The report provides you with the opportunity to specialise in a particular area by undertaking individual research on a topic of your choice. Research reports vary from consultancy assignments to theoretical analyses, but all involve the effective application of the key concepts and techniques from the core courses. The report will consist of an original piece of work of not more than 8,000 words.

12 Months Placement (Option):

The placement includes 40 weeks work placement in the Health & Care industry. These positions are found by the College and are monitored by course tutors. The placements may be situated anywhere in the UK. Students can expect a gross salary minimum £200 for 37.5 hours of work per week. An extensive English Language support is built into the programme.

To achieve the Registered Managers award you must complete 10 units, 4 mandatory plus 6 optional. You will be allocated a workplace assessor who will guide you through the necessary evidence building in your workplace for the completion of the Registered managers award. Routes for Assessment will be individually discussed with the candidate.

Students are required to demonstrate competencies in accordance with the national standards. It will be achieved by Accreditation of Prior Learning and Achievement (APL), observation of current work practices and a portfolio of documentary evidence.

The NVQ is work based, which means that candidates are assessed in the workplace performing real work activities. A variety of assessment methods are used, yet the main form of assessment is direct observation. A team of suitably qualified college based assessors will carry out the workplace observations.

In addition to that, you will achieve practical experience of working in the UK Home Care Centres and you will also have the opportunity to take other qualifications such as:

- First Aid at Work Certificate
- Basic Food Hygiene Certificate
- Basic Health and Safety Certificate
- Certificate in Manual Handling
- Certificate in Infection Controlling

On successful completion of this course, progression towards a Foundation Degree / Master Degree in Health and Social Care is an option. Local employers may apply for work permits on behalf of students, and students completing our courses will be automatically be put onto the books of our recruitment agency who are actively involved in the recruitment of staff in Health and Social Care fields.

Awarding Body: EDEXCEL

Course Duration: 1 Year