

Session 2009/2010

CITY AND GUILDS LEADERSHIP AND MANAGEMENT IN CARE SERVICES LEVEL 4

Part Time Course Duration: 12 months

Day: To suit needs of individual learner

Time: - ditto -

Start Date: Rolling Programme

Course Outline

Current legislation has identified the need for Registered Care Managers to hold a nationally recognised qualification in management of care, in order to assist in the provision of a quality service.

Stafford College is offering the chance for Care Managers to achieve this necessary qualification.

As an NVQ learner you will gain a qualification that:

- Is based on standards of good practice
- Values the complex mix of the skills and knowledge needed to manage a care setting
- Is required by CSCI to manage care setting

Course Content

The programmes offered will include:

- Initial assessment
- Induction
- Specialist tutor support
- Counselling and guidance
- Additional learner support where necessary

You are required to complete 10 units, including 4 core units:

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

Then four optional units which will outline the best needs for your job role and experience.

The course can be commenced at any time throughout the year, as a roll on and roll off programme. Assessment is carried out at the workplace. The schedule of visits will be formulated as part of the programme to accommodate working requirements. It will be necessary to spend time away from your position therefore line management must be in agreement with this.

Learners will be provided with a set of National Standards supplied by City and Guilds (the awarding body), and will be required to:

- Supply performance and knowledge evidence against the Care National standards, as agreed within the assessment plan.
- Attend the pre-arranged meetings with the assessor to formulate and review the assessment plan.
- Supply contact addresses of key persons used in evidence gathering.
- Supply evidence as agreed within the assessment plan, by the set deadlines.

Assessment

College will provide an assessor who will support the learner through the award. The assessor will be responsible for:

- Planning evidence gathering
- Making judgements against the standards
- Giving feedback on quality, achievement and progress
- Contribute to the quality assurance process

Entry Requirements

Learners apply direct to the NVQ Health and Social Care team for the Leadership and Management in Care Services Award and will be required to attend for an interview, complete a short assignment and initial assessment.

Learners will be selected for the course should they meet the following criteria, which will be identified through an interview:

- Be working full or part time - permanently or temporarily as a manager in one of a range of settings which include working with adults, children and young people
- Demonstrate competence and application of knowledge of care management practices
- This NVQ is not approved for the use of those who are under 19 years' old

It would also be desirable for learners to:

- Be able to provide evidence of a level 4 Health and Social Care or Registered Practitioner Certificate and Criminal Record Clearance.
- Undertake an initial assessment and demonstrate level 2 skills in Numeracy and Literacy. Support is available within the programme to achieve level 2 in these subjects.

Level 4 Care is not essential but can be done alongside this award, no other qualifications are required but a good foundation in English and Maths would be an advantage. Requires candidate to be in a position of management in care setting.

Fees

£775 plus £125 registration and certification.

For advice on potential access to SSCWP and SARCP funding please contact us.

Remission

Should you be in receipt of any of the following benefits, you will be entitled to full remission of fees. (Evidence will need to be seen.)

- In receipt of income based benefits (such as Housing benefit or Income Support)
- In receipt of Working tax Credit (Award notice needed)
- Other benefits as identified on application form (please discuss)

How to Apply

Application forms can be obtained from the Enrolment Centre, telephone 01785 275607. You can also download an application form for part-time courses by visiting our website www.staffordcoll.ac.uk. The completed form should be returned to: **Enrolment Centre**, Stafford College, Earl Street, Stafford, ST16 2QR.

Further Information

If you would like any more information about the College or our courses, then write, visit or telephone The Enrolment Centre on 01785 275607. Our e-mail address is: enquiries@staffordcoll.ac.uk. If you are unsure about which course to take, we can arrange for you to get the advice you need from a member of our guidance team.

Equal Opportunities

Stafford College is committed to achieving equality of opportunity for all staff, students and members of the community it serves. In doing so, the College will actively work to achieve equality regardless of age, race, skin colour, disability, gender, marital status, sexuality and faith.

Contact Details

For further information contact Karen Micklewright, Course Leader
Telephone 01785 275686/7 or e-mail k.micklewright@staffordcoll.ac.uk