



NVQ Leadership and Management for Care Services (Level 4)

Target Group of Learners

This award is aimed at leaders and managers of social care services who are responsible for the running of care homes and day centres providing services to adults. It also covers provision for children and young people. The key purpose of this qualification is to develop the skills of managers to lead and manage an excellent service that promotes and safeguards the wellbeing of individuals and their development.

Qualification

NVQ Level 4 Leadership and Management for Care Services

Duration and Visits

The target time for completion is **12 months** but learners with more experience may complete the qualification earlier. Learners are provided with an induction visit and up to 3 further support visits

Accreditation/Awarding Body

Regis Training Company is an accredited assessment centre for EDI Awards.

Entry Requirements

There are no formal entry requirements for this award, however, learners must be employed in a management position relevant to the occupational standards for Health and Social Care.

Features and Delivery

Induction - Learners are inducted into the programme normally on a one-to-one basis by a vocationally competent NVQ assessor. This will include devising an Individual Learning Plan (ILP) that recognises prior learning and achievement and identifies naturally occurring evidence through everyday work activities. The induction concludes with an agreed assessment plan of activities for the learner to complete.

Assessment - Regis offers an adaptable and flexible schedule of assessment which promotes "learner led" assessment based on naturally occurring evidence and how quickly the learner can meet their action plan. This allows for fast-tracking if the learner has access to readily available evidence and in-house support from colleagues acting as expert witnesses.

An important part of the evidence gathering process is observation of learners undertaking their everyday work activities.

Each assessment visit will include:

- Review and update of the assessment plan
- Review of progress and feedback from the assessor
- Assessment of performance (as appropriate) together with feedback
- Liaison with other key personnel involved in the learners' programme (e.g. employer, supervisor, expert witness)
- Setting new learning objectives



Ongoing Support

Learners will have access to email and telephone support throughout their NVQ programme together with resources as required. Learners also have access to our e-portfolio system where they can log-in to their portfolio, view progress and submit evidence online. Learners can contact the Assessment Centre for support should the assessor or internal verifier be unavailable.

Additional Training

Additional regis:ctv courses and training resources are available to complement NVQ training including Online learning. This list is not exhaustive and for further information on other courses please call 0800 0680978.

- Expert Witness (L20)
- Additional Level 4 units (See occupational standards)
- Assessor Training (A1)

Further Information

Recruitment is on an open basis and subject to availability. Should you wish to find out more about the above course, including prices, please contact regis:ctv, on 0800 0680978.

Award Components (learners must complete 4 mandatory and 4 optional NVQ units)

Mandatory Units

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

Optional units

- LMC E12: Manage a programme of complementary projects
- LMC A2: Facilitate and manage change within care services through reflective, motivating and flexible leadership
- LMCA3: Actively engage in the safe selection and recruitment of workers and their retention in care services
- LMC A4: Manage a dispersed workforce to meet the needs and preferences of individuals at home
- LMC A5: Allocate and monitor the progress and quality of work in your area of responsibility
- LMC B2: Lead and manage provision of care services that promotes the well being of people
- LMC B3: Manage provision of care services that deals effectively with transitions and significant life events
- LMC B4: Manage provision of care services that supports parents, families, carers and significant others to achieve positive outcomes
- LMC B5: Manage and evaluate systems, procedures and practices for assessments, plans and reviews within care services
- LMC B6: Lead and manage provision of care services that promotes the development of children and young people
- LMC B7: Lead and manage group living provision within care services

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Award Components

Optional units (continued from page 2)

- LMC B8: Lead and manage provision of care services that promotes positive behaviour
- LMC C2: Develop risk management plans to support individual's independence and daily living within their home
- LMC D1: Lead and manage work for care services with networks, communities, other professionals and organisations
- LMC D2: Manage workers within care services who are based in external multidisciplinary teams
- LMC D3: Lead and manage inter-professional teams within care services
- LMC E2: Identify, implement and evaluate systems, procedures and practice within care services that measure performance
- LMC E3: Monitor and manage the quality of the provision of care services
- LMC E4: Lead and manage provision of care services that promotes opportunities, identifies constraints and manages risks
- LMC E5: Plan operations and manage resources to meet current and future demands on the provision of care services
- LMC E6: Contribute to the strategic policies of care services
- LMC E7: Develop, implement and review business plans and planning for the provision of care services
- LMC E8: Manage finance for your area of responsibility
- LMC E9: Manage procedures within care services for making, responding to and learning from comments and complaints
- LMC E10: Ensure policies, procedures and practice for the conduct of workers within care services are adhered to
- LMC E11: Manage a project
- LMC E13: Market, cost and contract to ensure the viability of the provision of care services