

Level 5 Diploma in Leadership & Management for Adult Care (Highfield)

Course Overview

> Skills Development:

The Level 5 Diploma focuses on developing knowledge, understanding, and skills related to the leadership and management of staff in Adult Health and Social Care. You will gain insights into your responsibilities for business development, financial control, organisational resilience, managing risk, and leading change.



> Online Learning:

This diploma is primarily online. Upon enrolment, you'll gain access to your portal where you can view modules and assignments. Our dedicated tutors are available to support you via phone, email, or video whenever needed.



> Duration:

The course typically takes up to 12 months to complete, though this may vary depending on your personal time commitments.



> Workplace Observations:

The program includes two workplace observations, the first will take place remotely, via video and the second observation will take place in your workplace



 **Eligibility Criteria:**

To enrol in this diploma, you should be actively involved in:

- Contributing to the completion of the CQC Provider Information Return
- Involvement in staff recruitment and selection
- Undertaking staff induction, including the delivery of the care certificate
- Conducting staff supervision and appraisals
- Contributing to the provision and monitoring of training
- Planning and reviewing care
- Implementing and reviewing policies, procedures, and agreed ways of working
- Responding to complaints
- Investigating safeguarding incidents
- Organising and leading staff meetings
- Reviewing Health and Safety and completing risk assessments
- Working in a management role
- Leading the development and implementation of quality standards in your setting, as well as reviewing and monitoring them
- Facilitating a shared understanding of the need for change and developing approved change management plans

 **Progression Routes:**

Upon completion of this qualification, learners may progress to roles such as:

- Registered Manager
- Deputy Manager
- Assistant Manager





Further study routes may include:

- Level 7 Strategic Management qualifications
- Higher Education pathways in Social Care or Management



Programme Learning Plan

Name/Level of Qualification	Level 5 Diploma in Leadership & Management for Adult Care
Duration of Course	Up to 12 months

The Programme Learning Plan sets out the main activities to be completed with the milestones from the Month 1 starting date of the programme up to the end of the programme duration indicated above. The Awarding Body guided learning hours are identified for the tasks listed. It is important to note that learners must ensure (with their employers' agreement) that any **prescribed roles identified in the Job Role section 4**, are in place as stated. Learners will not be able to complete the programme until this occurs. (Please note the plan listed below is a guideline and maybe subject to change)

Work/Activity/Objective to be Completed	Guided Learning Hours	Target Date
AB1 - Continuous Development in Adult Care (M/650/2687) + Importance of Personal Wellbeing in Adult Care (R/650/2688) (unit 20 &21)	20	Month 1

AB2– Effective Communication in Adult Care (D/650/2681)+ Handling Information in Adult Care (F/650/2682) + Manage Comments & Complaints in Adult Care (M/650/2678) (Unit 14,15 &11)	30	Month 2
Workplace Observation	7	Month 2
AB3– Work in Partnerships in Adult Care (L/650/2677) (unit 10)	30	Month 3
AB4– Health & Wellbeing in Adult Care (J/650/2684) + EDI & Human Rights in Adult Care (K/650/2685) + Leading Person-Centred Practice in Adult Care (H/650/2683) (Unit 17, 18 & 16)	24	Month 4
AB5– Business & Resource Management for Adult Care (A/650/2671)+ Leading the Vision in Adult Care (R/650/2679)(Unit 4 &12)	24	Month 6
AB6– Safeguarding in Adult Care (J/650/2675) + Understand Mental Capacity for Adult Care (K/650/2676) (Unit 8 & 9)	30	Month 7
Workplace Observation Two	5	Month 7
AB7– Supervising Others in Adult Care (H/650/2674) + Facilitate Coaching & Mentoring of Practitioners (R/616/4950) (Unit 7 & 37)	25	Month 8
AB8– Leadership & Management in Adult Care (L/650/2668) + Team Leadership for Adult Care (D/650/2672) (unit 1)	30	Month 9

AB9– Health & Safety in Adult Care (L/650/2686) (Units 19)	20	Month 9
AB10– Governance & Regulatory Processes in Adult Care (M/650/2669) + Effective Decision Making in Adult Care (Y/650/2670) (Units 2 & 3)	48	Month 10
AB11– Team Leading & Development for Adult Care (F/650/2673) + Continuous Improvement & Change in Adult Care (A/650/2680) (Units 6 & 36)	48	Month 11
AB12– Continuous Improvement & Change in Adult Care (A/650/2680) + Manage Quality in H&SC Settings (K/616/4520)(Unit 13&34)	25	Month 12