

Level 4 Diploma in Adult Care (Highfield)

Course Overview



Skills Development:

The Level 4 Diploma allows you to demonstrate and develop the skills and knowledge required for roles with some autonomy, delegated responsibility, or supervisory duties. You will gain competence in key areas such as dignity and human rights, communication, safeguarding, health and wellbeing, and professional development.



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:

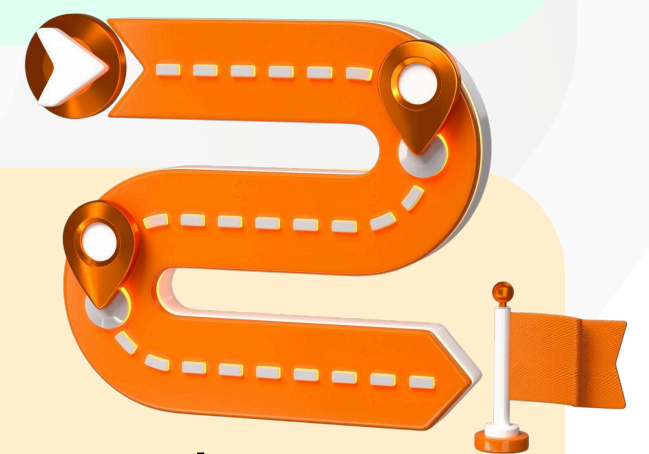
- Taking part in supervisions
- Attending regular team meetings
- Maintaining your own personal development record
- Participating in risk assessments and ensuring others comply
- Supporting others in understanding and responding to safeguarding concerns
- Working in a supportive role with service users, including those with multiple conditions
- Coaching and mentoring staff
- Planning and implementing care
- Helping to identify and implement changes in the setting
- Supporting team members in monitoring quality indicators



➤ Progression Routes:

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

- Team Leader
- Deputy/Assistant Care Manager
- Registered Care Manager (*Must be willing to work towards L5 Diploma in Adult Care*)



➤ Further study routes may include:

- Level 5 Diploma in Adult Care
- Level 5 Apprenticeship Leader in Adult Care

Programme Learning Plan

Name/Level of Qualification	Level 4 Diploma in 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 – Lead Communication in Adult Care Settings (H/616/8484) (Unit 1)	27	Month 1
AB2 – Personal Development in Adult Care Settings (M/616/8486) (Unit 2)	23	Month 1
AB3 – Lead Inclusive Practice in Adult Care Settings (T/616/8487) (Unit 3)	26	Month 2
AB4 – Understand Safeguarding and Protection in Adult Care Settings (L/616/8494) (Unit 4)	21	Month 2
Workplace Observation One	18	Month 2

AB5– Facilitate Person-Centred Assessment (F/616/8489) (2) + Facilitate Support Planning (T/616/8490) (2) (Unit 5)	21	Month 3
AB6 – Understand Personalisation in Care and Support Services (J/616/8493) (Unit 6)	14	Month 3
AB7– Lead Health & Safety in Adult Care Settings (A/616/8488) (Unit 7)	14	Month 4
AB8– Professional Practice in Adult Care Settings (A/616/8491) (Unit 8)	20	Month 4
AB9– Develop, Maintain and Use Records and Reports (K/616/8485)(Unit 9)	33	Month 5
AB10– Working in Partnership with Others (F/616/8492) (Unit 10)	22	Month 6
AB11– Safeguard Children & Young People Present in Adult Care (R/616/8495) (unit 11)	46	Month 7
AB12– Understanding Professional Supervision Practice (D/616/8404)(Unit 24)	22	Month 7
Workplace Observation Two	15	Month 7
AB13– Support Individuals with Sensory Loss with Communication (F/616/4491) (Unit 51)	37	Month 8

AB14 – Support Individuals with Multiple Conditions / Disabilities (J/616/4492) (Unit 52)	34	Month 9
AB15 – Facilitate Change in H&SC or CYP Settings (K/616/8406) (Unit 59)	33	Month 9
AB16 – Manage Quality in H&SC Settings (K/616/4520) (Unit 61)	36	Month 10
AB18 Share Knowledge & Good Practice (Y/616/8515) (Unit 30)	20	Month 12