SPECIFICATION

IAO LEVEL 1 AWARD IN PREPARING TO WORK IN ADULT SOCIAL CARE

QUALIFICATION NUMBER: 603/6708/8

Innovate Awarding is an Ofqual regulated awarding organisation with an innovative and dynamic approach. We develop off-the-shelf, customised and fully bespoke qualifications across a growing number of sectors – all on the Regulated Qualifications Framework (RQF).

Our portfolio is always growing and we currently have qualifications in the following sectors:

Active Leisure	**Health and Social Care**
Business and Management	**Hospitality and Catering**
Childcare	**IT**
Employability	**Logistics**
Retail	**Education and Training**

We currently offer over 100 qualifications and we're continuously developing and diversifying our portfolio. Please visit our website regularly to keep up-to-date www.innovateawarding.org.

This document will be updated if there are any changes, so it is important to make sure you are working from the most up-to-date version, which is available to download from our website.

This specification also provides details on administration, quality assurance policies and the requirements as well as responsibilities that are associated with the delivery of vocational qualifications.

Innovate Awarding is an Ofqual-regulated Awarding Organisation in England.

If you have any questions regarding qualifications in general, aspects of specific qualifications or our quality assurance policies and procedures, visit our website where a lot more information is available.

If you cannot find what you are looking for on our website, please call or email our customer support team:

Telephone: 0117 314 2800

Email: contactus@innovateawarding.org

"We work with a wide variety of organisations such as employers, training providers, FE colleges and Sector Skills Councils and develop off-the-shelf, customised and bespoke qualifications."

Qualification summary

Qualification Accreditation Number (QAN)	603/6708/8
Qualification review date	31/08/2023
Guided Learning Hours (GLH)	53 hours
Total Qualification Time (TQT)	66
RQF level	2
Qualification credit value	6 credits
Assessment requirements	Portfolio of Evidence This qualification is internally assessed and internally quality assured by Centre staff and externally quality assured by Innovate Awarding External Quality Advisors (EQAs).
Aims and objectives of the qualification	This qualification is designed for learners who want an introduction to working in adult social care, so that they can decide if a social care career is right for them and develop their skills and knowledge.
Entry guidance	There are no formal entry requirements for this qualification.
Progression opportunities	Learners who achieve this qualification could progress to: IAO Level 2 Diploma in Care IAO Level 3 Diploma in Adult Care
Funding	For details on eligibility for government funding please refer to the following websites: http://www.education.gov.uk/section96/ https://www.gov.uk/government/organisations/education-and-skills-funding-agency

Innovate Awarding

When you work with Innovate Awarding, you're working with an awarding organisation that sets itself apart – a dynamic company with a collaborative approach to doing business. We're consultative and innovative…everything that our customers say they want an awarding organisation to be.

We're easy to work with, committed and passionate about exceeding our customers' expectations. We're not tied down by bureaucracy and red tape and can think outside the box and respond quickly to our customers' needs.

We have a Performance Pledge that details guaranteed response times. Copies of these can be found on our website www.innovateawarding.org.

Feedback

Your feedback is very important to us. We're always open to suggestions when it comes to enhancing and improving our services, products and systems. Email us at contactus@innovateawarding.org or call us on 0117 314 2800.

Complaints

If we do get things wrong, we'll make every effort to resolve your issues quickly and efficiently. If you'd like to raise a formal complaint then we recommend you read our Complaints Procedure which can be found on our website.

Fees

Our fees structure is transparent and straightforward. Our fees are published on our website in a clear format with no hidden charges. Unlike other awarding organisations, we do not charge an annual centre fee. Visit our website to compare our fees.

Enquiries and appeals

We recognise that sometimes decisions are made that a centre (or learner) may wish to appeal. We have an Enquiries and Appeals Policy and Process on our website that sets out guidelines on grounds for appeal and the process.

Data Protection

Innovate Awarding takes the protection of data seriously; we have a data protection statement outlining how we and our centres, comply with the current legislation on data protection. This statement can be found on our website.

Equality and Diversity

Innovate Awarding is committed to giving everyone who wants to gain one of our qualifications an equal opportunity of achieving it in line with current UK legislation (Equality Act 2010) and EU directives.

Centres are required, as conditions of approval, to use an equality and diversity policy that works together with ours and that they maintain an effective complaint and appeals process. We expect centres to tell learners how to find and use their own equality and diversity and appeals processes. For information, please visit our website.

Section 3

Reasonable Adjustment and Special Consideration

All learners must be treated fairly and equally and be given every opportunity to achieve our/the qualifications. A copy of our policy on Reasonable Adjustments and Special Considerations, and application form, can be found on our website.

Malpractice and Maladministration

Innovate Awarding has a responsibility to do everything it can to prevent any malpractice or maladministration from occurring, and where it has already occurred, ensuring action is taken proportionate to the gravity and scope of the occurrence.

A copy of our policy and procedure on Malpractice and Maladministration is available on our website.

Recognition of Prior Learning (RPL)

RPL recognises how the contribution of a learner's previous experience could contribute to a qualification or unit. Innovate Awarding have produced guidance on RPL and this can be found within our Information and Guidance for Centres on our website.

Please note the above is not a comprehensive guide to running qualifications. Once approved centres must adhere to the Centre Agreement and Information and Guidance for Centres.

The Regulated Qualifications Framework (RQF)

What is the RQF?

The Regulated Qualifications Framework (RQF) is an Ofqual regulated system of cataloguing qualifications. Qualifications on the RQF can be found by their size or level. Qualifications at a given level can differ depending on their content and purpose.

All of Innovate Awarding's qualifications are on the RQF.

Qualification Level

The level reflects the challenge or difficulty of the qualification. There are eight levels of qualification from 1 to 8, supported by three "Entry" levels.

Qualification Size

The size of a qualification reflects the estimated total amount of time it would take the average learner to study and be assessed. The size of a qualification is expressed in terms of Total Qualification Time (TQT). The time spent being taught or supervised, rather than studying alone, is the Guided Learning Hours (GLH).

Qualifications can sit at different levels, but require similar amounts of study and assessment. Similarly, qualifications at the same level can take different amounts of time to complete.

Qualification Structure

The learner needs to achieve 6 credits to achieve. The learner needs to achieve all mandatory units.

The learner needs to complete 53 Guided Learning Hours (GLH) to achieve the qualification.

Mandatory units

Unit ref	Unit title	Level	Credit value	GLH
H/618/5009	Introduction to the adult social care sector	1	1	10
Y/618/5010	Introduction to the values and principles of adult social care	1	1	10
D/618/5011	Awareness of the skills and attitudes needed to work in adult social care	1	1	8
H/618/5012	Awareness of communication in adult social care	1	2	15
K/618/5013	Awareness of the role and responsibilities of the adult social care worker	1	1	10

Mandatory units:

Title:	H/618/5009 Introduction to the adult social care sector
Level:	**1**
Credit Value:	**1**
GLH:	**10**
TQT:	**13**
Learning Outcomes **The learner will:**	**Assessment Criteria** **The learner can:**
1. Know about the types of social care support available to adults	1.1 Define adult social care 1.2 Outline the different types of adult social care support and their purpose 1.3 Give examples of who would access different types of adult social care support 1.4 Outline how informal care contributes to adult social care
2. Know the range of jobs available in adult social care	2.1 Identify a range of jobs available in adult social care 2.2 Outline settings where adult social care support is provided 2.3 Outline a range of ways to develop a role or career in adult social care
Additional information about this unit N/A	
Unit aim(s)	The aim of this unit is to develop the learner's awareness of the adult social care sector.

Title:	Y/618/5010 Introduction to the values and principles of adult social care
Level:	1
Credit Value:	1
GLH:	10
TQT:	13

Learning Outcomes The learner will:	Assessment Criteria The learner can:
1. Know the values and principles of adult social care	1.1 Identify key values and principles of adult social care 1.2 Outline why adult social care workers need to promote these values at all times 1.3 Identify areas where own values and principles may conflict with those of adult social care
2. Know the importance of diversity within adult social care	2.1 Outline why it is important to support and respect diversity and different cultures and values 2.2 Outline the importance of finding out an individual's history, needs, wishes, likes and dislikes

Additional information about this unit	
N/A	
Unit aim(s)	The aim of this unit is to develop learners' awareness of the values and principles of adult social care

Title:	D/618/5011 Awareness of the skills and attitudes needed to work in adult social care
Level:	1
Credit Value:	1
GLH:	8
TQT:	9

Learning Outcomes The learner will:	Assessment Criteria The learner can:
1. Know the range of skills and attitudes essential to work in adult social care	1.1 List skills and attitudes essential to work in adult social care 1.2 Identify own skills and attitudes essential to work in adult social care 1.3 Identify own skills and attitudes that require further development
Additional information about this unit	
N/A	
Unit aim(s)	The aim of this unit is to develop learners' awareness of skills and attitudes needed for working in adult social care

Title:	H/618/5012 Awareness of communication in adult social care
Level:	1
Credit Value:	2
GLH:	15
TQT:	19

Learning Outcomes The learner will:	Assessment Criteria The learner can:
1. Know the communication skills needed in adult social care	1.1 Identify the range of communication skills needed in adult social care
2. Know how adult social care workers can meet the communication and language needs of individuals	2.1 Identify barriers to effective communication 2.2 List ways of overcoming barriers to effective communication
3. Know the importance of record keeping in adult social care settings	3.1 List the different purposes for which record keeping might be used 3.2 Give examples of different types of record keeping used in adult social care settings 3.3 Outline the skills needed to maintain clear, accurate and up-to-date records
Additional information about this unit N/A	
Unit aim(s)	The aim of this unit is to develop learners' awareness of communication in adult social care

Title:	K/618/5013 Awareness of the role and responsibilities of the adult social care worker
Level:	1
Credit Value:	1
GLH:	10
TQT:	12

Learning Outcomes The learner will:	Assessment Criteria The learner can:
1. Know about the responsibilities of the adult social care worker	1.1 Identify main responsibilities of an adult social care worker 1.2 Outline the responsibilities and limits of the relationship between care workers and the individual 1.3 Identify others that adult social care workers may work in partnership with 1.4 Outline the need to report any suspicions about abuse or neglect
2. Know about the role of the adult social care worker	2.1 Identify daily tasks in a range of adult social care roles 2.2 Outline how duty of care might apply to the adult social care worker's daily role 2.3 Give examples of how to provide person-centred support when supporting individuals in day-to-day activities
Additional information about this unit N/A	
Unit aim(s)	The aim of this unit is to develop learners' awareness of communication in adult social care