

Level 2 Certificate in

# Preparing to Work in Adult Social Care

This qualification aims to provide you with a thorough understanding of the importance of dignity and safeguarding, and is valuable to those just beginning work in, or currently working within, this sector.

## Unit 1: Principles of communication in adult social care settings

In this unit you will look at the importance of communication in adult social care settings, as well as confidentiality in these settings. You will learn how to reduce barriers to communication and how to meet the communication needs, wishes and preferences of individuals you care for.

## Unit 2: Principles of personal development in adult social care settings

You will explore the requirements for good practice in adult social care roles and will look at how a personal development plan can contribute positively to an individual's learning and development. This unit also covers the learning activities that can be used to develop an individual's knowledge and skills.

## Unit 3: Principles of diversity, equality and inclusion in adult social care settings

This unit enables you to understand the importance of diversity, equality and inclusion in an adult social care setting. You will also learn how to work in an inclusive way and how to access information, advice and support about the key aspects of diversity, inclusion and discrimination.

## Unit 4: Principles of safeguarding and protection in health and social care

You will learn how to identify signs of abuse, respond to suspected or alleged abuse, reduce the likelihood of abuse, and recognise and report unsafe practices. This unit will also cover the national and local context of safeguarding and protection from abuse.

## Unit 5: Introduction to duty of care in health, social care or children's and young people's settings

In this unit you will look at the implications of duty of care, and the support that is available for addressing dilemmas that may arise in relation to duty of care. You will learn how to respond to complaints and how to work in line with agreed procedure for handling complaints.

## Unit 6: Understand the role of the social care worker

This unit explores the different types of working relationships in social care settings and how important it is to work in partnership with others. You will also consider the importance of working in ways that are agreed with the employer to ensure you are following workplace policy and procedures.

## Unit 7: Understand person-centred approaches in adult social care settings

In this unit you will look at different person-centred approaches for care and support in adult social care settings, how to implement person-centred approaches, the importance of consent when providing care or support for an individual and how to support individuals to make the right choices. You will also learn how to encourage active participation and how to promote an individual's well-being.

## Unit 8: Understand health and safety in social care settings

This unit explores the key aspects of health and safety in social care settings and covers the different roles and responsibilities for health and safety. You will learn about risk assessments, the procedures for responding to accidents and sudden illness, methods for reducing the spread of infection, techniques for moving and handling equipment and the principles of moving an individual safely. You will also look at hazardous substances, environmental safety procedures, stress management, the safe handling of medication and how to handle and store food safely in an adult social care setting.

## Unit 9: Understand how to handle information in social care settings

Within this unit, you will look at the need for secure handling of information in social care settings and the different ways of accessing support for handling information in social care settings.



*We are currently able to provide distance learning courses without any cost to the individual learner. However due to the limited funding we have at our disposal that provision may be limited to one course per person per financial year.*