

ADULT SOCIAL CARE LEVEL 3 CERTIFICATE



www.atem.co.uk

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WELCOME

In this guide you will find everything you need to know regarding the Adult Social Care Level 3 qualification.

Who is this qualification suitable for?

This qualification is suitable for anyone working in Adult Social Care who has basic knowledge of the area and is looking to build on their learning. This qualification will provide the foundations to move into a broader role and, once in a new role, will contribute to a full L3 qualification in Health & Social Care.

How do I enrol?

1

Visit our website
www.atem.co.uk

2

Complete an application form

3

We check your application

4

We discuss funding options
with you

5

You complete an initial
assessment in English
(Maths assessment optional)

6

We complete enrolment
paperwork with you

7

You start your qualification!

WHAT'S INCLUDED

Level 3 Certificate in Preparing to Work in Adult Social Care

9 units
(total of 21 credits)

Units (21 credits)

Level	Unit title	Credits	Order of programme
3	301: Principles of communication in adult social care settings	2	Month 1
3	307: Understand how to handle information in social care settings	1	Month 1
3	306: Understand health and safety in social care settings	5	Month 2
2	304: Principles for implementing duty of care in health, social care or children's and young people's settings	1	Month 3
3	305: Understand person-centred approaches in adult social care settings	4	Month 3
3	303: Principles of diversity, equality and inclusion in adult social care settings	2	Month 4
2	204: Principles of safeguarding and protection in health and social care	3	Month 4
3	302: Principles of personal development in adult social care settings	2	Month 5
2	206: Understand the role of the Social Care Worker	1	Month 5

How will learning take place?

Through Distance Learning Only

All guidance and feedback will take place via phone calls and emails. Learners will be required to conduct their own research in order to meet the requirements of the units and produce written reports for assessment via email.

- Your assessor will contact you to introduce you to the qualification.
- Your assessor will set work and target dates for completion of work.
- You will email work to your assessor, who will moderate it and provide feedback.
- Time frame - 5 months (maximum)

The Assessment Process

Access Training use a blended learning model which means that training, assessment and support will be delivered in a variety of ways to suit you and your employer. Webinars, e-learning, and Skype will be combined with face-to-face visits and self-study to provide flexible learning that you can access when and where you want - whether that's during an appointment in working hours, taking part in a Skype call at your desk or watching a video on your phone.

Achievement of the qualification is based around the provision of sufficient evidence to show that the job can be done to the national standards. You need to collect a variety of evidence and this collection of evidence is called a 'portfolio'. This will be done electronically via an e-portfolio and your assessor may use any of the following for sources of evidence:

Work Product

There may be tasks that you routinely carry out which are applicable to your qualification - i.e. send and receive emails. The products of these tasks may be used as evidence, as long as the evidence is sufficiently current and relevant to the standards.

Questioning

Questioning may be oral or written. Your assessor will ask you questions to make sure you have the necessary knowledge and understanding to carry out your job activities to the national standard. Where suitable, your assessor may electronically record question and answer sessions.

Professional Discussion

Your assessor may use a dictaphone or smartphone to record a professional discussion. These will be based on activities you have taken part in and are a good way for yourself and your assessor to discuss and explore the event.

Completion of the certificate

When all outcomes have been achieved, your paperwork and portfolio is passed onto the Internal Quality Assurer, who will sample it and apply for your certificate, if it is of the required standard. Your portfolio will be sampled for quality on an ongoing basis throughout your qualification.

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