



Focus Awards Level 5 Diploma in
**Leading and Managing an Adult Care
Service (RQF)**

610/4677/2

FOCUS AWARDS 

Key Information

Level: 5

Sector: Health and Social Care

Qualification type: Occupational Qualification

Total Qualification time: 900

Credit Value: 90

Guided Learning Hours: 551

Status: Available to Learners

Methods of Assessment: Portfolio of Evidence

Minimum age: 18

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Focus Awards Level 5 Diploma in Leading and Managing an Adult Care Service (RQF)

QRN: 610/4677/2

GLH: 551

TQT: 900

Credit: 90

Qualification Purpose:

The Focus Awards Level 5 Diploma in Leading and Managing an Adult Care Service (RQF) is aimed at learners who are working in adult social care and have responsibility for leading and managing a service. This will include managing and improving care and support for those accessing the service; supporting and developing the workforce; and driving the vision for their service or organisation.

The qualification aims to support the development of registered managers of adult social care services, specifically those new to their role.

Age Ranges:

Entry is at the discretion of the centre. However, learners should be aged 18 to undertake this qualification.

Geographical Coverage:

This qualification is available in England.

Learner Entry Requirements:

Learners must have completed at least a Level 3 relevant qualification, and be currently employed in a leadership role, this may include registered managers, deputy managers, assistant managers, and managers. Learners may be working in a range of relevant settings including residential services, community-based services, domiciliary care services, respite services, and day services. Learners are **not** permitted to be operating within a voluntary capacity. Additional criteria may be requested or specified by the centre.

Reasonable Adjustments and Special Considerations:

Please refer to the Focus Awards 'Reasonable Adjustments and Special Considerations Policy'. A copy is available for download from the Focus Awards website at the following url:

<https://www.focusawards.org.uk/wp-content/uploads/2016/08/Reasonable-Adjustments.pdf>

Assessment Methods:

This qualification is Internally Assessed. Each learner must create a portfolio of evidence that demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include some or all of the following:

- Assessor observation
- Witness testimony
- Learner product
- Worksheets
- Assignments/projects/reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

Progression Routes:

Learners wishing to progress from this qualification can undertake the following qualifications:

- Other relevant studies at higher education level

Supporting Material and Useful Websites:

- <https://focusawards.org.uk/supportingmaterials>
- <https://ofqual.gov.uk>

Qualification Structure:

Learners must achieve all mandatory units, to achieve a total of 75 credits. At least 15 additional credits must be achieved from the optional units

Mandatory Units:

Unit Title	Unit Reference	Level	Credit	GLH
Leadership and Management	J/651/2980	5	4	30
Governance and Regulatory Processes	K/651/2981	5	4	32
Decision Making in Adult Care	L/651/2982	5	3	18
Business and Resource Management in Adult Care Services	M/651/2983	5	3	24
Leading and Managing Teams in Adult Care	R/651/2984	5	3	20
Team Learning and Development in Adult Care	T/651/2985	5	3	20
Supervising Others in Adult Care	Y/651/2986	5	3	18
Safeguarding in Adult Care	A/651/2987	5	4	30
Mental Capacity	D/651/2988	5	3	20
Partnerships in Adult Care	F/651/2989	5	5	30
Managing Comments and Complaints in Adult Care	K/651/2990	5	3	20
Leading the Vision in Adult Care	L/651/2991	5	3	20
Continuous Improvement in Adult Care	M/651/2992	5	3	15
Effective Communication in Adult Care	R/651/2993	5	4	20
Handling Information in Adult Care	T/651/2994	5	3	16
Leading Person-Centred Practice	Y/651/2995	5	5	24
Health and Wellbeing	A/651/2996	5	3	16
Equality, Diversity, Inclusion, and Human Rights	D/651/2997	5	4	20
Health and Safety	F/651/2998	5	4	19
Continuous Development	H/651/2999	5	3	15
Personal Wellbeing	Y/651/3000	5	4	20

Optional Units:

Unit Title	Unit Reference	Level	Credit	GLH
Understand Physical Disability	A/507/9008	3	3	22
Manage Domiciliary Services	H/507/9097	5	6	39
Manage Physical Resources	Y/507/9002	4	3	25
Support Individuals with Multiple Conditions and/or Disabilities	T/507/9136	5	5	34
Lead and Manage Practice in Dementia Care	H/507/9164	5	6	41
Lead a Service that Supports Individuals Through Significant Life Events	A/507/9168	5	4	31
Lead and Manage End of Life Care Services	T/507/9167	5	7	45
Lead and Manage Infection Prevention and Control Within the Work Setting	D/507/9177	5	6	38
Appraise Staff Performance	T/507/9184	5	5	32
Develop Procedures and Practice to Respond to Concerns and Complaints	A/507/8988	5	6	40
Lead Positive Behavioural Support	H/507/9407	7	10	75
Manage an Inter-Professional Team	A/651/3001	6	7	48
Manage Disciplinary Processes	D/651/3002	5	6	40
Manage Quality in Health and Social Care	F/651/3003	5	5	36
Providing Independent Advocacy to Adults	L/507/9143	4	5	35
Support Families who are Affected by Acquired Brain Injury	D/507/9115	3	3	30
Support Individuals to Access Housing and Accommodation Services	M/507/9118	3	4	24
Support the Development of Community Partnerships	K/507/9117	4	5	33
Support the Use of Assistive Technology	H/507/9133	5	4	31
Understand Advance Care Planning	R/507/9094	3	3	25
Understand How to Manage a Team	H/507/9004	4	3	20
Understand Partnership Working	D/507/9003	4	1	7
Understanding Professional Supervision Practice	K/507/9005	4	3	22
Undertake a Research Project	H/651/3004	5	10	80

Health and social care

Staff Requirements

Skills for Care

Centres must ensure they adhere to the Skills for Care and Development Assessment principles. Details can be found at:

Skills for Care and Development Assessment Principles

<https://www.skillsforcare.org.uk/resources/documents/Developing-your-workforce/Qualifications/Awarding-organisations/Skills-for-Care-Development-Assessment-principles.pdf>

Skills for Care JABQG

<https://www.skillsforcare.org.uk/resources/documents/Developing-your-workforce/Qualifications/Awarding-organisations/Skills-for-Care-JABQG-Additional-Assessment-Principles-guidance.pdf>

Requirements for Tutors/Instructors

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4 or 5 in Education and Training, or a Certificate in Education. Focus Awards will however; consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area.

Requirements for Assessors

Assessors will be required to hold, or be working towards a relevant assessing qualification. This includes qualifications such as:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally-Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement

Focus Awards will however; consider other relevant assessing qualifications upon submission. Assessors who only hold the Level 3 Award in Understanding the Principles and Processes of Assessment will be required to complete an additional programme of study to achieve the relevant competency units required for one of the qualifications listed above.

Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor.

Assessors must also be able to show they are occupationally competent within the sector area

Requirements for Internal Quality Assurers (IQA)

Internal Quality Assurers should hold or be working towards the following an IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will however; consider other relevant IQA qualifications upon submission. Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.

Handy vocabulary of terms used in this specification

This table explains how the terms used in Focus Awards' Qualification Specification content are applied. Not all terms are necessarily used in this qualification.

Apply	Explain how existing knowledge can be used in new or different situations.
Analyse	Break the subject down into individual parts. Examine each, show how they fit together, whether they support each other and why they're important. Reference to current research or theory may add weight to your analysis.
Clarify	Clearly and concisely explain the information presented.
Classify	Organise in alignment with specified criteria.
Collate	Gather and organise information in a logical order (e.g., alphabetically, numerically, chronologically etc.).
Compare	Examine the subjects in detail to identify differences and similarities.
Critically compare	Similar to 'compare' above, but consider any positive aspects and/or limitations/restrictions arising from identified differences and similarities.
Consider	Think critically about a presented situation, problem, action or decision, and explain it. Also see 'explain' below.
Demonstrate	Describe or explain knowledge or understanding by providing examples or illustrations.
Describe	Write about the subject, presenting detailed information logically.
Develop...	Expand a plan or idea by adding more detail and/or depth of information.
Diagnose	Collate and consider appropriate evidence to identify the cause or origin of a situation or problem.
Differentiate	Identify the differences between 2 or more arguments, situations or subjects.
Discuss	Create a detailed account from a range of viewpoints, opinions or perspectives.
Distinguish	Explain the difference between 2 or more items, resources, pieces of information.
Draw conclusions...	Derive a reason or logic based decision or judgement.

Estimate	Use existing knowledge, experience and other relevant information to arrive at an approximate or 'best guess' opinion or judgement.
Evaluate	Examine strengths and weaknesses, consider arguments for and against, and/or similarities and differences. Assess any presented evidence from different perspectives and arrive at a valid conclusion or reasoned judgement. Reference to current research or theory may support the evaluation.
Explain	Present detailed information about the subject with reasons showing how or why it's included. Include examples to support these reasons where possible.
Extrapolate	Use existing knowledge and data to predict possible outcomes or results that might be outside the expected 'norm'.
Identify	Recognise and name the main points accurately. Additional description or explanation may be needed to aid clarity and attribute credibility.
Implement	Explain how to put an idea or plan into action.
Interpret	Explain the meaning of something.
Judge	Form an opinion or make a decision.
Justify	Provide a satisfactory explanation for actions or decisions.
Perform	Carry out a task or process to meet the requirements of the question.
Plan	Create and record (list) a logical, organised sequence of information, required resources and actions/events that enable a concept or idea to be crystalised and communicated.
Provide	Identify and deliver detailed and accurate information related to the subject.
Reflect	Consider actions, experiences or learning and how these may impact practice and/or professional development.
Review and revise	Look back over the subject and make corrections or changes to improve clarity or better demonstrate understanding.
Select	Make an informed choice for a specific purpose or required outcome/result.
Show	Supply evidence to demonstrate accurate knowledge and understanding.
State	Provide the main points clearly in sentences or paragraphs.
Summarise	Convey the main ideas or facts concisely.

Assessor Feedback

Student Name:	
Student Number:	
Course:	
Unit(s):	
Criteria:	
Date:	
Comments:	
Decision:	
Further Actions:	
Assessor:	
Position:	

IQA Report

Qualification:

Assessor: **IQA:**

Candidate Name	Unit(s) Sampled	Assessment Methods	Comments
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	IQA Signature	
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	Assessor Signature	
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