

# THINK ABOUT

## LEAD ADULT CARE PROFESSIONAL DISCUSSION APPRENTICE GUIDE



***The Lead Adult Care Apprentice Guide is a tool to help give you the best possible chance of successfully meeting all the outcomes required to achieve a pass, merit or distinction in the Professional Discussion assessment as part of your Lead Adult Care apprenticeship.***

***Your professional discussion will usually last 45 minutes, you should take the time to show off and give examples of all the knowledge, skills and behaviours you have learnt during your apprenticeship.***

***Throughout the professional discussion keep an eye on the time and make sure you cover all the areas and tasks you planned to show the assessor.***

### **Self-Assessment and Testimonies**

In order to prepare for the professional discussion, you must undertake and complete a self-assessment in the last month of your apprenticeship to show that you are confident in your job role and ready for the end-point assessment process.

Upon completion of your level 2 Diploma in Care you must collect testimonies from people who use services. This is typically completed in the last 3 months of the apprenticeship.

Your employer and/or on programme tutor will support you with completing a self-assessment and collection of testimonies and the submission of these documents to your end-point assessor following your gateway meeting.

### **Scenarios**

During the professional discussion you should provide real life working examples of scenarios you have been involved in whilst working towards your apprenticeship. These scenarios may relate to the testimonies you have gathered from service users and have been submitted to your end point assessor. Ensure you explain the scenario in full including; what happened, who was involved and how did you support the individual relevant to their needs.

### **Behaviours**

Throughout the professional discussion and in explaining the scenarios you have been involved in to your end point assessor, please ensure you detail how you have applied the following behaviours:

Element	The adult care worker is expected to demonstrate the following behaviours throughout their professional discussion:
<b>Behaviours</b>	Care: is caring consistently and enough about individuals to make a positive difference to their lives
	Compassion: is delivering care and support with kindness, consideration, dignity and respect
	Courage: is doing the right thing for people and speaking up if the individual they support is at risk
	Communication: good communication is central to successful caring relationships and effective team working
	Competence: is applying knowledge and skills to provide high quality care and support
	Commitment: to improving the experience of people who need care and support ensuring it is person centred

## Example Questions

Below are some sample questions that you may be asked as part of your end point assessment. You should prepare for your professional discussion by considering how the outcomes can be met and writing notes and details of the scenarios you have dealt with in the boxes below:

Element	Question(s)
<p><b>Undertake the main tasks and responsibilities according to their job role</b></p>	<p>In what ways have you supported individuals in a person-centred way and in accordance with their personalised care plan? In what ways have you managed or lead others in this area?</p> <p>Supplementary questions</p> <ul style="list-style-type: none"> <li>• How have you made sure you and others have communicated effectively with individuals under your care and gained their consent?</li> <li>• How have you managed others to encourage individuals to actively participate and make choices about their own care?</li> <li>• (If relevant) how have you managed others to support individuals with cognitive, physical or sensory impairments?</li> </ul>
	<p>A lead adult care worker must be able to:</p>
	<p>Support individuals they are working with according to their personal care/support plan</p>
	<p>Take the initiative when working outside normal duties and responsibilities</p>
	<p>Recognise and access help when not confident or skilled in any aspect of the role that they are undertaking</p>
	<p>Implement/facilitate the specialist assessment of social, physical, emotional and spiritual needs of individuals with cognitive, sensory and physical impairments</p>
	<p>Contribute to the development and on-going review of care/support plans for the individuals they support</p>
	<p>Provide individuals with information to enable them to exercise choice on how they are supported</p>
	<p>Encourage individuals to actively participate in the way their care and support is delivered</p>
	<p>Ensure that individuals know what they are agreeing to regarding the way in which they are supported</p>
	<p>Lead and support colleagues to understand how to establish informed consent when providing care and support</p>
	<p>Guide, mentor and contribute to the development of colleagues in the execution of their duties and responsibilities</p>
	<p><b>Scenario Notes (include approximate dates occurred):</b></p>
<p></p>	

Element	Question(s)
<b>Treating people with respect and dignity and honouring their human rights</b>	<p>In what ways have you worked in an approach that maintains the dignity of individuals under your care? In what ways have you managed or lead others in this area?</p> <p>Supplementary questions</p> <ul style="list-style-type: none"> <li>• How have you shown empathy to individuals under your care, and managed others to do so?</li> <li>• How have you shown courage to support individuals that might challenge their personal or cultural beliefs?</li> <li>• How have you demonstrated inclusive practice?</li> </ul>
	<p>A lead adult care worker must be able to:</p>
	<p>Demonstrate dignity in their working role with individuals they support, their families, carers and other professionals</p>
	<p>Support others to understand the importance of equality, diversity and inclusion in social care</p>
	<p>Exhibit empathy for individuals they support i.e. understanding and compassion</p>
	<p>Exhibit courage in supporting individuals in ways that may challenge their own cultural and belief systems</p>
<b>Scenario Notes (include approximate dates occurred):</b>	
Empty space for scenario notes	

Element	Question(s)
<p><b>Communicate clearly and responsibly</b></p>	<p>How have you used both verbal and non-verbal communication methods to ensure individuals under your care understand a situation? In what ways have you managed or lead others in this area?</p> <p>Supplementary questions</p> <ul style="list-style-type: none"> <li>• How have you tailored your communication methods depending on individuals' needs, wishes or preferences, and managed others to do the same?</li> <li>• How have you addressed barriers to communication?</li> <li>• In what ways have you lead others to maintain confidentiality of information while at work?</li> </ul>
	<p>A lead adult care worker must be able to:</p>
	<p>Demonstrate and promote to other workers excellent communication skills including confirmation of understanding to individuals, their families, carers and professionals</p>
	<p>Use and facilitate methods of communication preferred by the individual they support according to the individual's language, cultural and sensory needs, wishes and preferences</p>
	<p>Take the initiative and reduce environmental barriers to communication</p>
	<p>Demonstrate and ensure that records and reports are written clearly and concisely</p>
	<p>Lead and support others to keep information safe, preserve confidentiality in accordance with agreed ways of working</p>
<p><b>Scenario Notes (include approximate dates occurred):</b></p>	
Empty space for scenario notes	



Element	Question(s)
<b>Championing health and wellbeing for the individuals they support and for work colleagues</b>	<p>In what ways have you kept yourself and the individuals under your care healthy, safe and secure? In what ways have you managed or lead others in this area?</p> <p>Supplementary questions</p> <ul style="list-style-type: none"> <li>• How have you supported others to reduce the spread of infection?</li> <li>• How have you promoted healthy eating and ensured individuals have access to fluids?</li> <li>• Describe how you have lead others to promote wellbeing of individuals</li> </ul>
	<p>An adult care worker must be able to:</p>
	<p>Lead and mentor others where appropriate to promote the wellbeing of the individuals they support</p>
	<p>Demonstrate the management of the reduction of infection, including use of best practice in hand hygiene</p>
	<p>Promote healthy eating and wellbeing by supporting individuals to have access to fluids, food and nutrition</p>
	<p>Carry out fire safety procedures and manage others to do so</p>
	<p>Develop risk assessments and use in a person centred way to support individuals safely including moving and assisting people and objects</p>
	<p>Manage, monitor, report and respond to changes in the health and wellbeing of the individuals they support</p>
<b>Scenario Notes (include approximate dates occurred):</b>	
Empty space for scenario notes	



# NOTES

