

Adult Care Manager - Skills Scan / Off the Job Training Planning

Scoring:

- 1 – No evidence of competence or ability to perform this skill
- 2 – Able to demonstrate certain parts of the skill but not confident or consistent.
- 3 – Inconsistent skills demonstrated (Room for improvement)
- 4 – Able to demonstrate most parts of the skill and can do this without supervision (Still has room for improvement)
- 5 – Able to show consistency in the delivery of this work-based skill. Performance level is good and is beneficial to the company (May still have areas to develop)
- 6 – Fully competent in the performance of this skill. Consistent levels of performance at a high level which demonstrates excellent delivery to both colleagues and customers

Apprentice:

Manager:

LDT:

Date:

Apprentice Knowledge:	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
<p>Be able to address the range of communication requirements in my role</p> <p>Be able to improve communication systems and practices that support positive outcomes for individuals</p> <p>Be able to improve communication systems to support partnership working</p> <p>Be able to use systems for effective information management</p>			
			Total estimated hours of OTJ training:

Working professionally and seeking to develop their own professional development	Learner score 1-6 Low - High 1 - 6	Manager score 1-6 Low - High 1 - 6	Plans to improve – off the job training requirements
<p>Understand the principles of professional development</p> <p>Be able to priorities goals and targets for own professional development</p> <p>Be able to prepare a professional development plan</p> <p>Be able to improve performance through reflective practice</p>			<p>Total estimated hours of OTJ training:</p>
Champion Equality, Diversity, and Inclusion	Learner score 1-6 Low - High 1 - 6	Manager score 1-6 Low - High 1 - 6	Plans to improve – off the job training requirements
<p>Understand diversity, equality, and inclusion in own area of responsibility</p> <p>Be able to champion diversity, equality, and inclusion</p> <p>Understand how to develop systems and processes that promote diversity, equality, and inclusion</p> <p>Be able to manage the risks presented when balancing individual rights and professional duty of care</p>			<p>Total estimated hours of OTJ training:</p>

Health and safety	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
<p>Understand the current legislative framework and organisational health, safety, and risk management</p> <p>Implement and monitor compliance with health, safety, and risk management</p> <p>Be able to lead the implementation of policies, procedures, and practice to manage risk to individuals</p> <p>Be able to promote a culture where needs and risks are balanced with health and safety practice</p>			
			Total estimated hours of OTJ training:
Work in partnership in health and social care	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
<p>Understand partnership working</p> <p>Be able to establish and maintain working relationships with other professional</p> <p>Be able to work in partnership with others</p>			
			Total estimated hours of OTJ training:

Lead and manage a team	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
<p>Understand the feature of effective team performance</p> <p>Be able to support a positive culture within the team</p> <p>Be able to support a shared vision within the team for health and social care</p> <p>Be able to develop a plan with team members to meet agreed objectives</p> <p>Be able to manage team performance in health and social care</p>			
			Total estimated hours of OTJ training:

Manage health and social care practice to ensure positive outcomes for individuals	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
<p>Understand the theory and principles that underpin outcome-based practice</p> <p>Be able to lead practice that promotes social, emotional, cultural, spiritual, and intellectual wellbeing</p> <p>Be able to manage effective working partnerships with carers, families, and significant others to achieve positive outcomes</p>			
			Total estimated hours of OTJ training:
Safeguarding and protection of vulnerable adults and children	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
<p>Understand the legislation, regulations, and policies that underpin the protection of vulnerable adults and children</p> <p>Be able to manage inter-agency, joint, or integrated working to protect vulnerable adults and children</p>			
			Total estimated hours of OTJ training:

Lead and manage group living for adults	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
<p>Be able to develop the physical group living environment to promote positive outcomes for individuals</p> <p>Be able to lead the planning, implementation, and review of daily living activities</p> <p>Be able to manage a positive group living environment</p>			<p>Total estimated hours of OTJ training:</p>
Understand professional management and leadership in social care	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
<p>Understand theories of management and leadership and their application to the care sector</p> <p>Understand the relationship between professional management and leadership</p> <p>Understand the skills of professional management and leadership</p> <p>Understand the impact of policy drivers on professional management and leadership in the care sector</p>			<p>Total estimated hours of OTJ training:</p>

Lead person centred practice	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
<p>Understand the theory and principles that underpin person centred practice</p> <p>Be able to lead a person-centred practice</p> <p>Be able to lead the implementation of active participation of individuals</p>			Total estimated hours of OTJ training:
Develop procedures and practice to respond to concerns and complaints	Learner score 1-6	Manager score 1-6	Plans to improve – off the job training requirements
	Low - High 1 - 6	Low - High 1 - 6	
<p>Understand the regulatory requirements, codes of practice, and relevant guidance for managing concerns and complaints</p> <p>Be able to develop procedures to address concerns and complaints</p> <p>Be able to lead the implementation of procedures and practice for addressing concerns and complaints</p> <p>Be able to review the procedures and practices for addressing concerns and complaints</p>			Total estimated hours of OTJ training:

Signatures

Apprentice:

Manager:

LDT:

Date: