

## Course Information Sheet 2024/25 Work & Wellbeing Qualification Course

<b>Course title:</b>	<b>Introduction to a Career in Care (Health &amp; Social Care &amp; Childcare) Level 1</b>			<b>Code: WWHSC01</b>		
<b>Tutor:</b>	Liz Jones					
<b>Times:</b>	9.30am-4.30pm					
<b>Start &amp; End Dates:</b>	<b>Term 1</b> <b>Personal Development</b> - Monday 18 <sup>th</sup> to Thursday 21 <sup>st</sup> November.  <b>Adult Safeguarding</b> - Monday 25 <sup>th</sup> November to Thursday 28 <sup>th</sup> November  <b>Child Development</b> - Monday 2 <sup>nd</sup> , Wednesday 4 <sup>th</sup> , Thursday 5 <sup>th</sup> and Friday 6 <sup>th</sup> December	Term 2		Term 3		
<b>Number of sessions:</b>	12					
<b>Venue:</b>	Bury Adult Learning Centre				<b>Room No:19</b>	
<b>Learner numbers:</b>	Minimum			Maximum		
	8			12		
<b>Costs:</b>	Full Fee			Discounted Fee		
	Term 1	Term 2	Term 3	Term 1	Term 2	Term 3
	£286.60			Free		

### What will I learn on this course?

Bury has many employment opportunities in the care and childcare sector and this course can be your first step into one of these exciting and rewarding careers. During this intensive course you will learn about the role of the care professional and what it takes to excel in this valued career. You will evaluate your current skills and personal attributes and identify skills from your home or hobbies that can be transferred to a role within the sector.

You will have the option to focus on either completing the Health & Social Care units or Childcare units or you can choose to complete both courses to develop a full understanding of these careers. You will complete work for your portfolio and there will be study to be completed at home.

The course will include a visit to a local care and/or childcare setting and a guest speaker from the care sector along with a visit from the National Careers Service to discuss the latest career options.

**By the end of the course, I will be able to:**

- Understand the values that underpin the roles within the care sector.
- Understand the responsibilities and boundaries of the care professional.
- Understand the importance of confidentiality and effective communication.
- Understand organisational policies and procedures and know about the role of the care professional in the support and supervisory process.
- Understand child development and the need for a safe environment.
- Understand how toys and play materials encourage child development.
- Develop an awareness of how to look for job opportunities within the care and/or childcare industry.

## Learning Aim and Level

The following **L1 Open Awards** units:

- Developing own Interpersonal Skills - R/615/7058 (All learners to complete)
- The Principles of Care, Organisational Policies and the Role of the Care Worker - M/615/8671 (Health & Social Care Learners)
- Awareness of Protection and Safeguarding in Health and Social Care Adults and Children and Young people, Early Years and Childcare - L/506/3640 (Health & Social Care learners)
- Child Development 0-3 Years - D/615/8665 (Childcare learners)
- Introduction to Safeguarding Children - J/615/8661 (Childcare learners)

## Additional information

Before you enrol on a course, advice and information is available to help you decide on the right course for you. Contact Learner Services on 0161 253 7501 or e-mail at [learner.services@bury.gov.uk](mailto:learner.services@bury.gov.uk).

A pre-course interview is required for this course, please contact 0161 253 5772 to arrange.

Attendance at all sessions is essential. If you miss a session without letting us know you may be asked to leave the course.

Please bring proof of identity to your first session – see page 4 for details.

## Joining requirements

You will need to have a good understanding of the English language and if you are an ESOL learner you must have at least a Level 1 qualification.

No prior experience required.

## What could I do next?

Once you have completed this course you could progress on to our Get That Job in Care course which will introduce you to The Care Certificate. The Care Certificate is an agreed set of standards that sets out the knowledge, skills and behaviours expected of specific job roles in the health and social care sectors. This course will also support you to prepare for job interviews for roles in the health and social care sector. Improving Communication Skills for Work will help you to communicate more effectively working within a team. You may also be interested in progressing on to the Food Safety in Catering Level 2 which will be of benefit when working in the Care and Childcare sector.

Your tutor will be able to advise on the options available to you in their subject. If you would like to speak to someone about moving on, please ask your tutor to refer you to Learner Services or contact them directly on 0161 253 7501 or email

[learner.services@bury.gov.uk](mailto:learner.services@bury.gov.uk)

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[learner.services@bury.gov.uk](mailto:learner.services@bury.gov.uk) .

## Can I get extra help?

Support with English and Maths is available through our Skills for Life section. For more information, please contact Learner Services on 0161 253 7501.

Extra support is available for those learners who have sensory, physical or cognitive impairments, neuro-divergent or with mental health conditions.

## Help with paying for your course.

This course **may** be free if you are unemployed and claim benefits and want to be employed or progress into more sustainable employment. You may also qualify for a free course if you are on a low wage. Please enquire at the time of enrolment.

Please see the course guide for more information or ask at the time of enrolment. You will be asked to produce evidence to qualify for free provision or sign to say what benefits you are claiming and that you are seeking work.

If you are enrolling on a course which leads to a qualification and are finding it difficult to pay your exam fees or need financial help with childcare, small items of equipment or some travel cost, you may qualify for help from the Learner Support Fund. Ask at the Bury Adult Learning Centre office for a form or ring Learner Services on 0161 253 7501. ***If you have been mandated on to a course by Job Centre Plus you may not be able to get help from this fund.***

## How to enrol

Phone: 0161 253 5772

Call into: Bury Adult Learning Centre, 18 Haymarket Street, Bury, BL9 0AQ

**Please keep your copy of this information sheet. It will be useful throughout your course.**

## **Proof of Learner Identity**

All certificated courses require you to show proof of your personal identity. Please bring the relevant IDs on the **first day** of the course. Refer to the list below.

### **List of documents to show proof of learner identity.**

To comply with the new exam board regulation, you will be required to show proof of your identity before you could sit for a formal assessment.

**All Learners** must bring proof of identity to the first session.

You are required to provide either:

- **One** item from the first list; or
- **Two** items from the second.

#### **List 1: One item required:**

- Passport.
- EC identity card.
- Full driver's licence (with photo).

#### **List 2: Two of the following which are currently in use, are required:**

- Standard acknowledgement letter (held by people seeking asylum).
- Rent book/tenancy agreement.
- Current credit card or charge card.
- Bank or Building Society book.
- Letter showing home address.
- Full driver's licence (non-photo).
- ES40 and JSA agreement.
- Medical card.
- Services identity card.
- Household Utility bills.
- Bail sheets.
- Original birth certificate.
- Marriage certificate.
- Senior Citizen travel-pass with photograph.
- Any other form of ID.

If you have any questions, please discuss them with your tutor on the first session of the course.