



SEVERN  
BUSINESS  
COLLEGE

**SBC Level 4 Diploma in Leadership and  
Management for Adult Care**

Course Handbook



**Qualification**

SBC Level 4 Diploma in Leadership and Management for Adult Care

**Level**

4

**Guided Learning Hours**

300

**Total Qualification Time Hours**

1200

**Credit Value**

120

**Qualification Objective**

This qualification is aimed at those working in leadership and management roles within adult care settings. It provides learners with the knowledge and skills needed to lead and manage teams, develop services, and ensure effective care delivery. It focuses on key areas such as leadership, management, team development, financial management, safeguarding, and risk management, enabling managers to create high-quality care environments. This will equip individuals with the necessary competencies to work in management roles and support the strategic development of care services.

**Assessment**

Assessment is through practical assignments, with no exams - to more accurately reflect the real working environment.

**Unit Structure of the Qualification**

Level 5 Diploma in Leadership and Management for Adult Care (120 credits):

Units	Unit level	Unit credit
Leadership and Management in Adult Care	4	20
Managing Care Services in Adult Care	4	20
Leadership and Team Development in Adult Care	4	20
Financial Management in Adult Care	4	20
Managing Change in Adult Care	4	20
Safeguarding and Risk Management in Adult Care	4	20

**Assessment Grades**

Marks Ranges	Marking Criteria
Pass	All learning outcomes are achieved. All assessment criteria are met.
Fail	All learning outcomes are not achieved. All assessment criteria are not met.
No Marks	Plagiarism

**UNIT SPECIFICATIONS****Unit Title**

Leadership and Management in Adult Care

**Level**

4

**Guided Learning Hours**

50

**Learning Time Hours**

200

**Credit Value**

20

**Introduction**

This unit explores the core principles of leadership and management within adult care settings. It is designed to equip learners with an understanding of the roles, responsibilities, and skills required to lead and manage effectively. By examining the differences between leadership and management, learners will gain insights into the strategic responsibilities that come with

managing care services. This unit also covers the impact of leadership styles on teams and organizational performance, as well as strategies for personal development to enhance leadership capabilities.

### Learning Outcomes and Assessment Criteria

The learning outcomes describe the abilities that learners will possess after they have completed the unit. The assessment criteria provide a list of achievements sufficient to demonstrate that a learner has met the learning outcomes.

<b>Learning Outcome</b> <i>To achieve this unit a learner must:</i>	<b>Assessment Criteria</b> <i>Assessment of this outcome will require a learner to demonstrate that they can:</i>
1. Understand the role of leadership and management in adult care	1.1: Explain the differences between leadership and management in adult care. 1.2: Describe the key skills required for effective leadership in adult care. 1.3: Identify the key responsibilities of a manager in adult care.
2. Understand leadership styles and their impact in adult care	2.1: Describe different leadership styles and approaches. 2.2: Explain how leadership styles can impact staff performance and motivation. 2.3: Evaluate the effectiveness of different leadership styles in adult care.
3. Understand the principles of effective management in adult care	3.1: Explain the core principles of management within adult care services. 3.2: Assess the role of managers in setting objectives and performance standards. 3.3: Identify tools and techniques for managing resources effectively.
4. Understand strategies for developing leadership and management skills	4.1: Describe the importance of continuous professional development for managers. 4.2: Evaluate different methods for developing leadership skills. 4.3: Identify personal development strategies to improve leadership abilities.

## UNIT SPECIFICATIONS

### Unit Title

Managing Care Services in Adult Care

### Level

4

### Guided Learning Hours

50

### Learning Time Hours

200

### Credit Value

20

### Introduction

Unit 2 focuses on the management and delivery of high-quality care services in adult care environments. Learners will explore how to plan, implement, and monitor care services effectively, ensuring that they meet both organizational standards and regulatory requirements. The unit emphasizes the importance of managing quality, compliance, and risk, providing learners with practical skills to address challenges while ensuring the safety and well-being of service users. This unit also highlights the importance of maintaining a balance between service delivery, resource management, and legal compliance.

### Learning Outcomes and Assessment Criteria

The learning outcomes describe the abilities that learners will possess after they have completed the unit. The assessment criteria provide a list of achievements sufficient to demonstrate that a learner has met the learning outcomes.

<b>Learning Outcome</b> <i>To achieve this unit a learner must:</i>	<b>Assessment Criteria</b> <i>Assessment of this outcome will require a learner to demonstrate that they can:</i>
1. Understand how to plan and implement care services	1.1: Describe the process of planning care services within adult care settings. 1.2: Explain how care services can be implemented effectively. 1.3: Identify challenges in implementing care services and how to overcome them.
2. Understand how to manage quality in adult care services	2.1: Define quality in the context of adult care services. 2.2: Explain how to monitor and improve service quality. 2.3: Identify key performance indicators (KPIs) used to measure quality in care.
3. Understand the role of compliance and regulation in care services	3.1: Explain the regulatory frameworks and standards in adult care. 3.2: Identify legal and ethical considerations in managing care services.

	3.3: Discuss the importance of compliance and the consequences of non-compliance.
4. Understand how to manage risk in adult care services	4.1: Define risk management in adult care services. 4.2: Explain the process of risk assessment and mitigation. 4.3: Identify strategies to promote a culture of safety and minimize risk in care settings.

## UNIT SPECIFICATIONS

### Unit Title

Leadership and Team Development in Adult Care

### Level

4

### Guided Learning Hours

50

### Learning Time Hours

200

### Credit Value

20

### Introduction

Effective team leadership is crucial in the adult care sector, and this unit helps learners develop the skills necessary to lead and motivate teams within care services. Learners will examine the principles of team development, including communication, conflict resolution, and interpersonal skills. Understanding the dynamics of effective teams and how to manage conflict will help learners improve performance and achieve organizational goals. This unit also looks at motivational techniques and their impact on team productivity, enabling learners to foster a positive working environment.

### Learning Outcomes and Assessment Criteria

The learning outcomes describe the abilities that learners will possess after they have completed the unit. The assessment criteria provide a list of achievements sufficient to demonstrate that a learner has met the learning outcomes.

Learning Outcome	Assessment Criteria
<i>To achieve this unit a learner must:</i>	<i>Assessment of this outcome will require a learner to demonstrate that they can:</i>
1. Understand how to build and lead effective teams in adult care	1.1: Explain the importance of teamwork in adult care. 1.2: Identify characteristics of effective care teams. 1.3: Evaluate strategies for team development and leadership.
2. Understand communication and interpersonal skills for effective leadership	2.1: Explain the role of communication in leadership. 2.2: Identify key interpersonal skills for managing teams. 2.3: Discuss methods to improve communication within teams.
3. Understand conflict resolution and problem-solving in adult care settings	3.1: Define conflict and its impact on team dynamics in care settings. 3.2: Describe strategies for resolving conflicts effectively. 3.3: Identify methods for problem-solving in management situations.
4. Understand the role of motivation in leadership	4.1: Describe different motivational theories and their application in adult care. 4.2: Explain how to motivate teams in a care environment. 4.3: Evaluate the impact of motivation on team performance.

## UNIT SPECIFICATIONS

### Unit Title

Financial Management in Adult Care

### Level

4

### Guided Learning Hours

50

### Learning Time Hours

**Credit Value**

20

**Introduction**

This unit introduces the fundamentals of financial management in adult care services. Learners will gain an understanding of budgeting, financial planning, and resource allocation, with a focus on ensuring that services operate within financial constraints while maintaining high standards of care. The unit covers essential financial reporting practices, helping learners interpret financial data for decision-making and strategic planning. By exploring funding sources and financial risks, learners will be equipped to manage care services efficiently in a cost-effective manner.

**Learning Outcomes and Assessment Criteria**

The learning outcomes describe the abilities that learners will possess after they have completed the unit. The assessment criteria provide a list of achievements sufficient to demonstrate that a learner has met the learning outcomes.

<b>Learning Outcome</b> <i>To achieve this unit a learner must:</i>	<b>Assessment Criteria</b> <i>Assessment of this outcome will require a learner to demonstrate that they can:</i>
1. Understand financial management principles in adult care	1.1: Describe the role of financial management in adult care settings. 1.2: Identify the key components of financial planning and budgeting. 1.3: Explain how to manage financial risks in care services.
2. Understand how to allocate resources effectively	2.1: Explain the process of resource allocation in adult care. 2.2: Identify strategies to maximize the use of available resources. 2.3: Discuss how to balance financial constraints with quality care delivery.
3. Understand the importance of financial reporting in adult care	3.1: Describe the financial reporting process within care services. 3.2: Identify the key financial statements used in adult care services. 3.3: Explain how to interpret financial data for decision-making.
4. Understand funding sources for adult care services	4.1: Identify different funding sources for adult care. 4.2: Explain how funding impacts care delivery. 4.3: Evaluate the effectiveness of funding strategies in maintaining care services.

**UNIT SPECIFICATIONS****Unit Title**

Managing Change in Adult Care

**Level**

4

**Guided Learning Hours**

50

**Learning Time Hours**

200

**Credit Value**

20

**Introduction**

The care sector is constantly evolving, and this unit examines how to effectively lead and manage change within adult care environments. Learners will explore the need for change, the challenges it presents, and the strategies that can be employed to implement successful change initiatives. The unit highlights key change management models and techniques, providing learners with tools to manage resistance and engage stakeholders in the change process. Additionally, learners will explore how to sustain changes over time and ensure that they become embedded within the organization's culture.

**Learning Outcomes and Assessment Criteria**

The learning outcomes describe the abilities that learners will possess after they have completed the unit. The assessment criteria provide a list of achievements sufficient to demonstrate that a learner has met the learning outcomes.

<b>Learning Outcome</b> <i>To achieve this unit a learner must:</i>	<b>Assessment Criteria</b> <i>Assessment of this outcome will require a learner to demonstrate that they can:</i>
1. Understand the need for change in adult care	1.1: Explain why change is necessary in adult care settings. 1.2: Identify drivers of change in the care sector.

	1.3: Discuss the challenges and opportunities associated with change.
2. Understand how to lead and manage change processes	2.1: Describe change management models and frameworks. 2.2: Explain the role of leadership in managing change. 2.3: Identify strategies to overcome resistance to change.
3. Understand the role of stakeholders in the change process	3.1: Identify key stakeholders in adult care change processes. 3.2: Explain how to engage stakeholders in change initiatives. 3.3: Evaluate the impact of stakeholder involvement on change outcomes.
4. Understand how to sustain change in adult care	4.1: Describe strategies for embedding change into organizational culture. 4.2: Identify methods to monitor and evaluate the effectiveness of change. 4.3: Discuss how to adjust change strategies based on feedback.

## UNIT SPECIFICATIONS

### Unit Title

Safeguarding and Risk Management in Adult Care

### Level

4

### Guided Learning Hours

50

### Learning Time Hours

200

### Credit Value

20

### Introduction

Unit 6 is designed to equip learners with the knowledge and skills needed to manage safeguarding and risk effectively in adult care services. The unit covers the principles and legal frameworks that protect vulnerable individuals in care settings, ensuring that learners understand their role in safeguarding and responding to abuse or neglect. In addition, learners will explore the processes of risk assessment, management, and the balance between safeguarding and promoting service user autonomy. By emphasizing person-centered care, this unit helps learners create a safe and supportive environment for individuals in their care.

### Learning Outcomes and Assessment Criteria

The learning outcomes describe the abilities that learners will possess after they have completed the unit. The assessment criteria provide a list of achievements sufficient to demonstrate that a learner has met the learning outcomes.

<b>Learning Outcome</b> <i>To achieve this unit a learner must:</i>	<b>Assessment Criteria</b> <i>Assessment of this outcome will require a learner to demonstrate that they can:</i>
1. Understand the principles of safeguarding in adult care	1.1: Define safeguarding and its importance in adult care. 1.2: Identify the types of abuse and neglect in adult care. 1.3: Explain how to respond to safeguarding concerns.
2. Understand the legal frameworks for safeguarding adults	2.1: Describe the legal obligations regarding safeguarding in adult care. 2.2: Identify the agencies involved in safeguarding adults. 2.3: Explain the role of staff in safeguarding and protecting adults.
3. Understand how to assess and manage risk in adult care	3.1: Define risk and its role in care delivery. 3.2: Describe how to carry out a risk assessment in adult care settings. 3.3: Identify strategies to minimize risks while maintaining autonomy.
4. Understand the importance of person-centered care in safeguarding	4.1: Explain the principles of person-centered care in safeguarding. 4.2: Discuss how to involve individuals in risk management decisions. 4.3: Evaluate strategies to balance safety and autonomy in adult care.