



SEVERN  
BUSINESS  
COLLEGE

**SBC Level 6 Graduate Diploma in Leadership  
and Management for Adult Care**

**Course Handbook**



## Qualification

SBC Level 6 Graduate Diploma in Leadership and Management for Adult Care

## Level

6

## Guided Learning Hours

300

## Total Qualification Time Hours

1200

## Credit Value

120

## Qualification Objective

The Level 6 Graduate Diploma in Leadership and Management for Adult Care is a comprehensive qualification designed for individuals aiming to develop the skills and knowledge necessary for leadership and management roles within the adult care sector. This course will provide learners with a detailed understanding of leadership, management, and care practices at a high level, helping them to become effective leaders who can drive positive change in adult care settings. The qualification is comprised of 6 units, with each unit focused on key areas relevant to leadership and management in adult care, such as strategic management, resource management, quality assurance, and team development.

## 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 in Adult Care	6	20
Strategic Management in Adult Care	6	20
Financial Management in Adult Care	6	20
Quality Assurance and Improvement	6	20
Human Resources Management in Adult Care	6	20
Managing Change in Adult Care	6	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 in Adult Care

### Level

6

### Guided Learning Hours

50

### Learning Time Hours

200

### Credit Value

20

### Introduction

Effective leadership is essential in adult care environments, where leaders must guide teams to deliver quality services to service users. This unit focuses on understanding the principles of leadership in adult care settings, developing personal leadership skills,

and fostering a leadership style that promotes high standards of care. Learners will explore leadership theories, reflect on their leadership strengths, and gain the skills necessary to address challenges and inspire teams to achieve better outcomes for service users. Throughout this unit, you will develop a deeper understanding of the integral role leadership plays in adult care and explore strategies for improving care delivery.

### 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 leadership in adult care settings.	1.1 Define leadership and its role in adult care. 1.2 Compare different leadership styles in adult care. 1.3 Discuss the importance of leadership in improving care outcomes. 1.4 Evaluate the impact of leadership on team dynamics in adult care.
2. Develop personal leadership skills.	2.1 Identify key personal leadership strengths. 2.2 Plan strategies to improve leadership effectiveness. 2.3 Reflect on leadership experiences to enhance future practice. 2.4 Demonstrate the application of leadership techniques in practice.
3. Understand the role of leadership in promoting quality care.	3.1 Define quality care and its importance in adult care settings. 3.2 Discuss leadership's influence on care quality. 3.3 Evaluate strategies for ensuring quality care delivery. 3.4 Investigate how leadership fosters a culture of quality.
4. Understand strategies for developing leadership and management skills	4.1 Identify common leadership challenges in adult care. 4.2 Analyze strategies for overcoming leadership challenges. 4.3 Discuss the role of resilience in leadership. 4.4 Reflect on personal challenges and development in leadership.

## UNIT SPECIFICATIONS

### Unit Title

Strategic Management in Adult Care

### Level

6

### Guided Learning Hours

50

### Learning Time Hours

200

### Credit Value

20

### Introduction

Strategic management in adult care involves planning, developing, and implementing long-term strategies to ensure that services meet the needs of both service users and stakeholders. This unit will introduce you to the fundamentals of strategic planning in adult care, with a focus on analyzing external factors, setting strategic goals, and managing resources effectively. You will learn how to align organizational goals with care standards, navigate challenges in strategic decision-making, and evaluate the effectiveness of your strategies in improving service delivery. This unit will equip you with the tools to think strategically and drive positive change within adult care organizations.

### 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 strategic planning and its importance in adult care.	1.1 Define strategic planning and its role in adult care organizations. 1.2 Analyze the benefits of strategic planning for service users. 1.3 Investigate key models of strategic planning. 1.4 Discuss the role of senior management in strategic planning.
2. Develop strategic goals for adult care	2.1 Set measurable strategic goals for adult care services.

services.	2.2 Prioritize goals in line with organizational values and mission. 2.3 Formulate action plans for goal achievement. 2.4 Monitor and evaluate the progress towards strategic goals.
3. Analyze the external factors affecting adult care services.	3.1 Identify external factors influencing adult care services (e.g., legislation, economy, social trends). 3.2 Analyze how these factors impact the strategic direction of care organizations. 3.3 Discuss strategies for adapting to external changes. 3.4 Assess the role of environmental scanning in strategic planning.
4. Implement and review strategic plans in adult care organizations.	4.1 Develop an implementation plan for strategic objectives. 4.2 Monitor the implementation process and adjust strategies as necessary. 4.3 Review the effectiveness of strategic plans. 4.4 Engage stakeholders in the strategic review process.

## UNIT SPECIFICATIONS

### Unit Title

Financial Management in Adult Care

### Level

6

### Guided Learning Hours

50

### Learning Time Hours

200

### Credit Value

20

### Introduction

Financial management is a critical component of leadership and management in adult care. This unit explores the key principles of managing finances within adult care services, including budgeting, securing funding, and making cost-effective decisions. Learners will gain insights into how financial management impacts service delivery and the role of financial stewardship in improving care outcomes. You will develop the skills to manage resources efficiently, assess financial performance, and ensure financial sustainability in the context of adult care. By the end of this unit, you will have a solid understanding of how to align financial management with organizational goals and regulatory requirements.

### 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 financial management principles in adult care.	1.1 Define key financial management concepts in adult care. 1.2 Discuss the role of financial management in service delivery. 1.3 Analyze the impact of financial decisions on care quality. 1.4 Review financial performance indicators relevant to adult care.
2. Develop and manage budgets in adult care services.	2.1 Create a budget for an adult care service. 2.2 Monitor expenditure and ensure alignment with budget. 2.3 Implement cost-control measures to optimize resource use. 2.4 Analyze financial reports and make recommendations.
3. Understand and manage funding sources for adult care.	3.1 Identify potential funding sources for adult care services. 3.2 Evaluate the advantages and challenges of different funding streams. 3.3 Develop strategies for securing additional funding. 3.4 Discuss ethical considerations when managing funding.
4. Implement financial strategies to improve service delivery.	4.1 Develop financial strategies to enhance service efficiency. 4.2 Use financial data to drive service improvements. 4.3 Evaluate the effectiveness of financial strategies. 4.4 Engage stakeholders in financial planning processes.

## UNIT SPECIFICATIONS

### Unit Title

Quality Assurance and Improvement

### Level

6

### Guided Learning Hours

50

### Learning Time Hours

200

### Credit Value

20

### Introduction

Ensuring quality in adult care services is fundamental to meeting regulatory standards and delivering excellent care to service users. This unit focuses on quality assurance systems, continuous improvement processes, and risk management strategies in adult care environments. You will explore different approaches to measuring and improving care quality, including the use of data, feedback, and external assessments. Additionally, you will learn how to engage teams in the pursuit of excellence and develop strategies to foster a culture of quality across all levels of care. By completing this unit, you will be equipped to drive quality improvements and manage risks effectively within adult care services.

### 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 quality assurance in adult care.	1.1 Define quality assurance in adult care. 1.2 Discuss the role of quality assurance in service improvement. 1.3 Identify quality standards relevant to adult care services. 1.4 Explain the process of accreditation and regulation in adult care.
2. Implement quality improvement initiatives in adult care settings.	2.1 Plan quality improvement initiatives within adult care. 2.2 Engage teams in the quality improvement process. 2.3 Monitor and assess the impact of quality improvements. 2.4 Identify challenges and solutions in implementing quality improvements.
3. Evaluate and manage risk in adult care services.	3.1 Identify potential risks in adult care environments. 3.2 Develop risk management plans to mitigate potential risks. 3.3 Evaluate the effectiveness of risk management strategies. 3.4 Analyze the relationship between risk management and care quality.
4. Use data and feedback to drive quality improvements.	4.1 Collect and analyze data to identify areas for improvement. 4.2 Use feedback from service users to inform quality improvements. 4.3 Develop action plans based on data and feedback. 4.4 Evaluate the outcomes of quality improvement initiatives.

## UNIT SPECIFICATIONS

### Unit Title

Human Resources Management in Adult Care

### Level

6

### Guided Learning Hours

50

### Learning Time Hours

200

### Credit Value

## Introduction

Human resources (HR) management in adult care is essential for building and maintaining a skilled, motivated, and compliant workforce. This unit will provide you with the knowledge and skills required to manage HR functions in adult care, including workforce planning, recruitment, training, and staff retention. You will examine key HR practices such as staff development, performance management, and the legal and ethical aspects of employment in the adult care sector. By the end of this unit, you will be able to create strategies to attract, retain, and develop a workforce that meets the needs of the organization and provides high-quality care to service users.

## 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 human resources management in adult care.	1.1 Define human resources management in adult care. 1.2 Discuss the key roles and responsibilities within HR in care settings. 1.3 Analyze the impact of HR management on service delivery. 1.4 Identify the skills required for effective HR management in adult care.
2. Develop strategies for workforce planning and recruitment.	2.1 Design a workforce plan for an adult care organization. 2.2 Develop effective recruitment strategies for care roles. 2.3 Implement selection processes for hiring skilled personnel. 2.4 Evaluate the effectiveness of workforce planning.
3. Support staff development and retention in adult care.	3.1 Design professional development plans for care staff. 3.2 Implement strategies to support career progression in adult care. 3.3 Evaluate staff performance and provide constructive feedback. 3.4 Discuss strategies to retain staff in adult care organizations.
4. Ensure compliance with employment law and regulations.	4.1 Identify key employment laws affecting adult care services. 4.2 Implement processes to ensure compliance with employment law. 4.3 Evaluate the impact of employment law on HR practice. 4.4 Address common HR challenges related to compliance in adult care.

## UNIT SPECIFICATIONS

### Unit Title

Managing Change in Adult Care

### Level

6

### Guided Learning Hours

50

### Learning Time Hours

200

### Credit Value

20

## Introduction

Change is a constant in adult care settings, whether driven by new regulations, evolving service user needs, or shifts in funding and resources. This unit addresses the principles and practices of change management, helping leaders and managers navigate and lead change processes effectively. You will explore various models of change, understand the challenges associated with implementing change, and develop the leadership skills required to guide teams through transitions. This unit will also focus on evaluating the outcomes of change initiatives and using feedback to drive continuous improvement. By completing this unit, you will have the tools and strategies needed to lead successful change in adult care organizations.

## 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 nature of change in adult care organizations.	<ul style="list-style-type: none"> <li>1.1 Define change management in adult care.</li> <li>1.2 Identify reasons why change is necessary in adult care services.</li> <li>1.3 Discuss the impact of change on service users and staff.</li> <li>1.4 Analyze the challenges and opportunities presented by change.</li> </ul>
2. Plan and implement change within adult care services.	<ul style="list-style-type: none"> <li>2.1 Develop a change management plan for adult care services.</li> <li>2.2 Use change management models to guide implementation.</li> <li>2.3 Engage stakeholders in the change process.</li> <li>2.4 Monitor the progress of change initiatives.</li> </ul>
3. Lead teams through periods of change.	<ul style="list-style-type: none"> <li>3.1 Develop leadership strategies to support teams during change.</li> <li>3.2 Address resistance to change and manage concerns.</li> <li>3.3 Communicate effectively with staff during change processes.</li> <li>3.4 Evaluate the impact of leadership during periods of change.</li> </ul>
4. Evaluate the outcomes of change initiatives in adult care.	<ul style="list-style-type: none"> <li>4.1 Develop metrics to evaluate the success of change initiatives.</li> <li>4.2 Collect data to assess the impact of change on service delivery.</li> <li>4.3 Identify lessons learned from change initiatives.</li> <li>4.4 Implement continuous improvement strategies based on evaluation.</li> </ul>