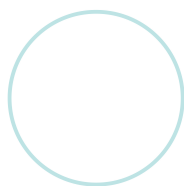
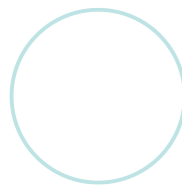
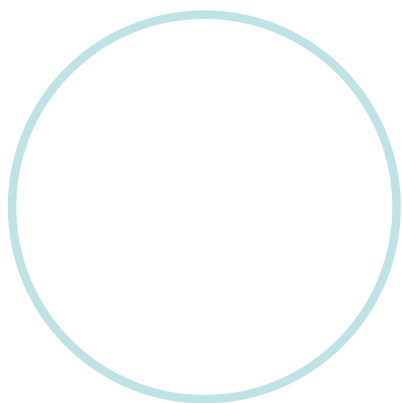




# Health and Social Care

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## Course Outline



# Overview Health and Social Care

Are interested in health and social care?

We offer two health and social courses; Level 2 Diploma in Care and Level 3 Diploma in Adult Care.

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## Level 1

### You will learn...

- ▶ Communicating in a business environment
- ▶ Using office equipment
- ▶ Using a filing system
- ▶ Making and receiving telephone calls
- ▶ Using e-mail and more...

### Upon completion...

You will have attained an accredited QCF qualification and the ability to apply the knowledge gained from the course to your work.

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## Level 2

### You will learn...

- ▶ Principles of providing administrative services
- ▶ Understand working in a customer service environment
- ▶ Develop working relationships with colleagues and more...

### Upon completion...

You should be able to work as a general administrator in an office environment. You'll also have the required skills to generate professional documents and files using Microsoft Office programs.

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## Level 3

### You will learn...

- ▶ Principles of business communication and information
- ▶ Principles of administration
- ▶ Principles of business
- ▶ Principles of leadership and management and more...

### Upon completion...

You should be able to work as a senior administrator in an office environment. You'll also have the required skills to generate advanced documents and files using Microsoft Office programs.

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# Level 1 | Health and Social Care

## Overview



**3 – 4 months**  
Duration



**10am to 3pm**  
Hours



**1 day per week**  
Day-per-week



**Classroom**  
Environment

## What you will need to get started...

- ▶ You will already have achieved an Entry Level 3 qualification. You must have completed an initial assessment and IAG with us.

## Qualifications you will receive upon completion...

- ▶ Level 1 Award in Health and Social Care

## What you will study...

- ▶ Understand the range of service provision and roles within health and social care (adults and children and young people), early years and childcare.
- ▶ Understand the principles and values in health and social care (adults and children and young people), early years and childcare.
- ▶ Awareness of safeguarding in health and social care (adults and children and young people), early years and childcare.
- ▶ Awareness of health and safety in health and social care (adults and children and young people), early years and childcare.

## Other skills you will learn along the way...

- ▶ Communication (English/literacy)
- ▶ Working with others
- ▶ Problem solving
- ▶ Employability
- ▶ Organisation and planning

# Level 2 | Health and Social Diploma in Care

## Overview



**6 Months**  
Duration



**9.30-3.30**  
Hours



**1 Day**  
Day-per-week



**Classroom**  
Environment

## What you will need to get started...

- ▶ **Functional Skills Level 1 Maths and English**

For your work experience, you will have to work **1 to 2 days** day per week for the duration of the course. You will have to achieve **250 hours**.

## Qualifications you will receive upon completion...

- ▶ **NCFE CACHE Level 2 Diploma In Care**

## What you will study...

- ▶ Communication in care settings
  - Handle information in care settings
- ▶ Personal development in care settings
  - Implement person-centred approaches in care settings
- ▶ Equality and inclusion in care settings
- ▶ Health, safety and well-being in care settings
- ▶ Responsibilities of a care worker
- ▶ Duty of care
- ▶ Safeguarding and protection in care settings

## Progression

After completing this qualification, you can progress onto other qualifications such as:

- ▶ **NCFE Cache Level 3 Diploma in Adult Care**

The content of the qualification links with the knowledge and skills required for the Adult Care Worker and Healthcare Support Worker

Apprenticeship standards. Upon completion, learners can enter either the adult care or health workforces. The content is applicable to a variety of roles, including:

- ▶ Adult care worker
- ▶ Healthcare assistant/support worker
- ▶ Personal assistant

# Level 3 | Health and Social Diploma in Adult Care

## Overview



**9 Months**  
Duration



**9.30-3.30**  
Hours



**1 Days**  
Day-per-week



**Classroom**  
Environment

## What you will need to get started...

- ▶ 4 GCSEs at Grade A\*- C, including English and Maths, or a Level 2 Diploma in a Business Administration related discipline with a Merit or Distinction
- ▶ Functional Skills at Level 2

For your work experience, you will have to work 1 day per week for the duration of the course.

## Qualifications you will receive upon completion...

- ▶ NCFE CACHE Level 3 Diploma In Adult care

## What you will study...

- ▶ Promote communication in care settings
- ▶ Promote effective handling of information in care settings
- ▶ Promote personal development in care settings
- ▶ Promote person-centred approaches in care settings
- ▶ Promote equality and inclusion in care settings
- ▶ Promote health, safety and well-being in care settings
- ▶ Responsibilities of a care worker
- ▶ Duty of care in care settings
- ▶ Safeguarding and protection in care settings

## Progression

- ▶ Communication (English/literacy)
- ▶ Working with others
- ▶ Problem solving
- ▶ Employability
- ▶ Organisation and planning

## INFORMATION, ADVICE AND GUIDANCE (IAG)

IAG is confidential and impartial to ensure that all learners are offered the best support and the most suitable course.

MI ComputSolutions is also committed to Equality, Diversity & Inclusion, Safeguarding, Health & Safety, and Data Protection policies.

<b>FEES for 2018/2019 (please see chart &amp; notes below):</b> Category:	Type	Exam & Registration	Tuition	TOTAL
16-18 years olds (under 19 on 31 <sup>st</sup> August 2018)	A	Free	Free	Free
UK residents* - first Full level 3 aged 19-23	B	£335	Free	£335
UK residents* - aged 19+ if eligible for Advanced Learner Loan	C	£335	£2,547	£2,882
UK residents* No Funding available (Self-Funded)	D	£335	£2,547	£2,882

- Fees are non-refundable (unless MI ComputSolutions closes or changes the course)
- Payment in instalments may be negotiated with Course Advisors
- \*Places may be subject to eligibility such as UK residency
- MI ComputSolutions reserves the right to close or change any courses
- Qualification awards are subject to successful completion of the course

## Opening Times:

Monday – Friday 9:00am – 5:00pm

## Contact Details

Bookings can be made by contacting the Course Information Centre: **020 7501 6450** and then extension **301** or **201**.

Web: [www.micomputsolutions.co.uk](http://www.micomputsolutions.co.uk)

Email: [training@micomputsolutions.co.uk](mailto:training@micomputsolutions.co.uk)

Department: Pre - Employment Team

You can also visit the Brixton Branch (Head office) or Deptford Branch, which are both open.

Main Office  
MI Skills Development Centre  
The Queen  
47a Bellefields Road Brixton  
SW9 9UH

Tel: 0207 501 6450 ext: 301

Deptford Office  
MI Skills Development Centre  
19 Wilshaw Street  
London  
SE14 6TN

Tel: 0208 694 5721 ext: 201

