



Programme Overview

Thank you for your interest in attending our *Step into Care* online adult social care recruitment programme, with a view to becoming a key worker within your local area and taking up a paid role within a social care setting in Greater Manchester. Before you complete the application and enrol onto the programme we thought it would be a good idea for you to gain an insight into the type of roles that might be available in social care. We would also like you to look over the planned programme to ensure that you understand what will be expected of you, as well as giving you the opportunity to ask any further questions, you can then complete the application and apply!

Working in Adult Social Care

Adult Social care is a term that generally describes all forms of personal care and other practical assistance for adults who need extra support. This could be adults who live in a residential care home or nursing home, and it could also be adults who live in a supported living setting.

What is residential and nursing care?

- **Residential care homes** provide 'home-style', live-in accommodation, with 24 hour-a-day supervised staffing for elderly residents, who may need extra help and support with their personal care. Examples of the help they might need includes: washing, dressing, personal hygiene, medication, help with toileting, communication, support at meal times, mobility and essential laundry needs - to name a few. Residential care homes often include social programmes and activities for their residents too.

- **Nursing homes** equally provide 24-hour care and support, but with added nursing care and assistance for residents who require input from and supervision by a registered nurse. Qualified nursing staff are at hand to identify, interpret and deliver medical attention supported by care assistants. In short, a nursing home is for individuals requiring special medical care.

What is supported living?

- Supported living is a service designed to help people with a wide range of support needs retain their independence by being supported in their own home. Supported living services enables people with Autism, learning disabilities, physical disabilities and in some cases mental health problems to live their lives as independently as possible supported by a team of support workers who support them in their day to day household chores, cooking meals, personal care, accompanying them to appointments and days out.

What is Home Care?

- Homecare is supportive care provided by carers in the individual home where the patient or client is living, as opposed to care provided in group accommodations like care and nursing homes. Homecare is also known as domiciliary care, the service provided can be varied, depending on the need. Services can include support with personal care, meal preparation, medication reminders, companionship or assisting with errands.

Working hours in Care

Due to the nature of the business, the hours worked in social care are varied, with both part time and full-time opportunities available. With 24-hour care being needed for the people you support; you will be expected to work a varied number of shifts. You will be expected to work any day of the week including weekends and, in some cases, shifts can be up to 12 hours long. Working day shifts means that an early shift will begin around 7am to 8am. Late shifts usually finish between 8pm and 10 pm, therefore flexibility is a must if you are aspiring to work in care. Night shifts are usually 12 hours long starting at 8pm until 8am the next day and some organisations require staff to include a sleep over in their weekly rota of day shifts to meet the needs of the service.

Therefore, it is important to think about your current situation and availability, taking childcare and other family responsibilities into account when applying to work in care. The hours are unsociable however the job makes up for this as it's so rewarding! We have provided some sample rotas to give you an idea of the kind of hours you will be expected to work, therefore look at the rotas below and decide if you are able to commit to similar hours before applying to take part in the recruitment programme.

Care Home Full Time Days 2-week rota – alternate weekends off

Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Hours
Day off	1.30/8	8/8	Day off	Day off	8/8	8/8	39
Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Hours
Day off	1.30/8	8/8	8/8	/8	Day off	Day off	39

Supported Living varied weekly rotas

MON	TUES	WED	THURS	FRI	SAT	SUN	HOURS
3-10	3-10	8-3	D/O	D/O	D/O	D/O	21
7.30-3	2.30-10	D/O	D/O	2.30-10	7.30-3	7.30-3	37.5
2.30-10	D/O	7.30-3	7.30-3	7.30-3	D/O	D/O	30
D/O	D/O	D/O	8-6	2.30-10	8-4	D/O	28
7.30-3	7.30-3	2.30-10	D/O	D/O	A/L	A/L	37.5

Learning disability services (sleepovers can sometimes be part of the working rota)

Name	Hours	Mon 16	Tues 17	Wed 18	Thur 19	Fri 20	Sat 21	Sun 22
A	37	D/O	10.00-23.00	7.00-10.30	16.00-20.00	D/O	10.00-22.00	07.00-10.30
B	37	13 10.00-23.00	3.5 7.00-10.30	5 10.00-15.00	D/O	D/O	5 10.00-15.00	13 10.00-23.00
		7.00-10.30	D/O	10.00-23.00	07.00-10.30	10.00-16.00	D/O	D/O
E	30	16.00-20.00	D/O	D/O	10.00-16.00	10.00-23.00	7.00-10.30	10.00-16.00
F	30	10.00-16.00	10.00-16.00	10.00-16.00	D/O	D/O	10.00-4PM	D/O

Care Home part time nights

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Day off	20:00/8:00	20:00/8:00	Day off	Day off	22:00/8:00	Day off
Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Day off	Day off	Day off	Day off	22:00/8:00	20:00/8:00	20:00/8:00

How does the Step into Care recruitment Programme work?

You will have the opportunity to attend a Virtual Open Day via Zoom, where you will be provided with all the details you need regarding the online training course and placement opportunity, to enable you to decide if the programme might be something you would like to do.

There will be an enrolment window enabling you to get in touch with WEA (adult learning provider) via email and express your interest in attending the programme. Once enrolled on the programme you will participate in a six-week online training programme, delivered through distance learning by WEA. The programme will focus on key areas that will prepare you in taking up your role within a social care setting.

Initial contracts may be offered on a temporary basis, however many of these vacancies may become permanent opportunities and will be discussed further with you by the care home manager once you are on board and working within the team.

Programme Steps	Details
Enrolment	During enrolment onto the programme, you will be asked for 3 forms of ID, one of which MUST be photo ID to enable an enhanced DBS application to take place, please speak to your JCP Job Coach in regards to ID as they may be able to support you in gaining photo ID if you don't currently have this.
Application form and Initial Assessments	WEA will require you to complete an enrolment form and also complete an Initial Assessment, The enrolment form will be provided by WEA upon receiving your email to confirm you are interested in attending the programme, completing the initial assessment will enable WEA to support you as much as possible throughout the programme.

Placement application and Zoom Interview	You will be asked to complete a values based application form for Sue Wright the GM Employability Project Manager for the Step into Care recruitment programme, upon receiving your application, Sue will get in touch with you to confirm your interview date/time. This will take place via Zoom and must be attended to be considered for a placement opportunity.
You will receive confirmation that you have been successful in your application to attend a voluntary work placement upon completion of your online training programme	If you are one of the successful applicants to gain a placement opportunity, Sue Wright will contact you to confirm that a placement will be secured for you, with a view to being considered for a current vacancy within that social care organisation. If you have not been successful for this cohort, Sue Wright will feedback to you why you were unsuccessful, and WEA will continue to work with you, providing training to support you in other career opportunities and signposting you to further support.
Preparing to Work in Social Care – six-week training programme Care Certificate – knowledge elements Accredited qualifications; Level 1 Mental health Awareness Level 1 Stress Awareness Interview & Application Skills - Employability DBS Application	During the Virtual Open Day, you will gain all the information you need to ensure you are aware of what will be involved within the 6-week online training course to enable you to decide if you are able to commit to the programme. Please attend the open day if you can do so, to ask any questions and find out more about the Step into Care programme There will be an element of course work you will be expected to complete in your own time as part of your commitment to the programme ID documents will need to be provided at the beginning of the programme to enable an enhanced DBS application to take place. It is ESSENTIAL that you provide the necessary ID when requested to do so.
Your Placement Once you have completed the six-week training course, you will carry out a voluntary placement within a social care organisation with a current vacancy. You will be required to work voluntary shifts for one week (maximum 24 hours).	Every effort will be made to try to ensure that the placement selected will be within a reasonable distance to your home address. We will also take your completed application into consideration to match you with an employer whose team shares similar values to yourself. Sue Wright will confirm the area of work you are aspiring to work in, to enable you to be placed in a setting that suits you. The placement lead will ensure you are supported during your placement and if successful in gaining employment that all the necessary training that is required will take place to enable you to carry out your duties as efficiently and safely as possible whilst under the guidance of the team you will be working with.

