

APPRENTICESHIP PROGRAMME GUIDE

Adult Care Worker V2.0

Level 2 Apprenticeship

The Adult Care Worker Level 2 Apprenticeship is designed for people who are passionate about making a positive difference to the lives of others. Working in a variety of settings, including residential care homes, nursing homes, domiciliary care services, day centres and community environments, Adult Care Workers provide essential support to help individuals live safely, independently and with dignity.

Throughout this apprenticeship, you will develop the knowledge, skills and behaviours needed to deliver person-centred care and support. You will learn how to promote wellbeing, encourage independence, support individuals with daily living activities, and work effectively with families, colleagues and other professionals. You will also gain an understanding of safeguarding, health and safety, communication, equality, diversity and inclusion, and professional standards within adult care.

12 Months

Typical
Programme
Duration

300

Total Off-the-Job
hours

15

Learning
Modules

100%

Merit or
Distinction
Grades in 25-26

The Link Training · Huddersfield

Delivered in partnership with your employer

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What is an Apprenticeship?

An apprenticeship is a work-based training programme. You stay in your paid job in adult social care and build new knowledge, skills and behaviours that are directly linked to the work you do every day. There is no need to leave employment or study full time at a college.

The programme is a genuine partnership between you, your employer and The Link Training. All three of us have a part to play in supporting your learning, keeping track of your progress and getting you through to a successful completion.

What qualifications will you gain?

Highfield Level 2 Certificate in Adult Social Care

A nationally regulated qualification listing all 15 modules you have achieved.

Skills England Apprenticeship Certificate

Confirms you achieved a Pass in the Adult Care Worker Level 2 Apprenticeship.

Who is eligible for an apprenticeship?

- ✓ You work in a genuine adult care role.
- ✓ You hold a contract of employment.
- ✓ You are aged 16 or over.
- ✓ You have real opportunities at work to practise and show new skills.
- ✓ You are not enrolled with another training provider, college or university.
- ✓ You must meet the residency and eligibility requirements set out in the current apprenticeship funding rules.
- ✓ If you are in the UK on a visa, you have enough time left to finish the course and no restrictions that stop you training.

If you are a young apprentice

If you have just started a new job, you should be enrolled as close to your employment start date as possible — ideally within the same calendar month. You will also normally attend teaching sessions fortnightly rather than monthly, giving you extra support.

Joining the programme

Before you start, we work through a short application and assessment process together. It is not a test and you cannot fail — it is how we find your starting point and shape the programme around you.

1 Have a chat with us

A telephone or in-person meeting to talk through the course, what it involves and the application process. This is your chance to ask anything about the programme and receive impartial advice and guidance.

2 Complete your application and initial assessments

- Apprenticeship application form and verification of legal ID
- Neurodiversity assessment
- English, Maths and ICT initial assessments
- Initial Skills Scan and apprenticeship eligibility checks

The Initial Skills Scan measures the knowledge, skills and behaviours you already have. It decides how much training you need and how long your programme will be.

Typical programme duration:

12 months

Minimum programme duration:

8 months

The planned programme duration is agreed between the apprentice, employer and The Link Training following completion of the initial assessment process.

3 Agree your paperwork

Signed on or before your start date, together with your employer:

- **Commitment Statement** — what you, your employer and The Link Training each agree to do
- **Apprenticeship Agreement** — confirms your employment and your place on the programme
- **Individual Training Plan** — your duration, training schedule, off-the-job hours, support arrangements and assessment requirements

Your employer also completes a health and safety pre-assessment of the workplace where we check that appropriate employer's liability insurance is in place.

4 Employer approves apprentice through Digital Apprenticeship Account

Employers are required to:

- Release a funding cohort through the Digital Apprenticeship Service (DAS).
- Approve learner records once training has commenced.
- Maintain apprenticeship funding records where applicable.

Failure to approve learner records may delay funding arrangements and learner progression.

5 Get your OneFile e-portfolio

OneFile is your online home for the apprenticeship. You will use it to track progress, reach learning resources, submit work, log off-the-job hours, see your targets and action plans, prepare for reviews and message your tutor. Your manager gets an account too, so they can follow your progress and sign your reviews.

How your learning works

Teaching sessions

You will see your tutor at least once every month — and every session counts towards your learning. Sessions are arranged around you, your employer and your tutor.

Standard delivery

- Minimum of one teaching session per month
- Each session lasts 3 hours

Young apprentices

- Fortnightly teaching sessions
- Each session lasts 3 hours

Flexible Delivery Arrangements

To minimise disruption to services, training sessions can be delivered:

- Within the workplace.
- On a day agreed between the employer, apprentice and tutor.
- At a time that suits all parties involved.
- Through a combination of face-to-face and online delivery where appropriate.
- On a 1 to 1 or group basis.

This flexibility enables apprentices to continue meeting the needs of the service whilst completing their apprenticeship. **All learners must be paid when attending training sessions.**

Off-the-job training — 300 hours

You need to complete a minimum of **300 hours of off-the-job training** across your apprenticeship, which works out at roughly **6 hours per week**. This is time spent developing new knowledge, skills and behaviours rather than doing your normal day-to-day duties — and all of it happens during paid working hours. **Examples include:**

- Training sessions with your tutor (except Functional Skills)
- Practising new workplace skills
- Shadowing colleagues
- Completing in-house training
- Attending meetings that support learning
- Research activities and reflective learning
- Written assignments
- Coaching and mentoring
- Online learning and webinars
- Development activities linked to the apprenticeship standard

Your learning style matters

We know everyone learns differently, so you can submit your knowledge work in whichever format suits you best:

- ✓ Typed answers
- ✓ Handwritten responses
- ✓ Voice recordings
- ✓ Professional discussions where appropriate

This flexibility supports your individual learning style and any additional learning needs you may have.

English and Maths (Functional Skills)

If you are **aged 16-19** at your start date and do not hold GCSE English and Maths at grades A*-C / 9-4 (or an approved equivalent), you will work towards Functional Skills qualifications. If you are 19 or over without those grades, you and your employer can choose to opt in or out — if you opt in, you follow the same delivery model. Some learners take Level 1 first before progressing to Level 2.

Delivered as two-day intensive courses at The Link Training Centre, Huddersfield

These courses run as early in your programme as possible to give you the best chance of success. Attendance is mandatory where required, and your employer must release you from work and pay you for attending.

What you will study

Every apprentice completes and achieves the **Highfield Level 2 Certificate in Adult Social Care. It is mandatory and sits at the heart of the apprenticeship. The certificate is made up of 15 mandatory modules covering the core knowledge you need to work effectively in adult social care.**

01 The Principles of Understanding Own Role	02 Personal Development in Adult Social Care Settings
03 The Principles of Duty of Care in Adult Social Care Settings	04 Promoting Equality, Diversity, Inclusion and Human Rights in Adult Social Care Settings
05 Promoting Person-Centred Practice in Adult Social Care Settings	06 Promoting Effective Communication in Adult Social Care Settings
07 The Principles of Privacy and Dignity in Adult Social Care Settings	08 Promoting Nutrition and Hydration in Adult Social Care Settings
09 Awareness of Mental Health and Dementia	10 The Principles of Adult Safeguarding
11 Understand the Principles of Safeguarding Children	12 Promoting Health, Safety and Principles of Basic Life Support
13 Effective Handling of Information in Adult Social Care Settings	14 The Principles of Infection Prevention and Control (IPC)
15 Understand Learning Disability and Autism	

Alongside these modules you will cover the additional knowledge from the Adult Care Worker Level 2 standard. Learning is reinforced through monthly training sessions, workplace practice, assignments, progress reviews, professional discussions and workplace observations.

Wider personal development

Your programme also includes development in areas that every safe, responsible and effective care practitioner needs:

Safeguarding	Prevent Duty	Fundamental British Values	Equality, Diversity & Inclusion
Health and Safety	Professional Behaviours	Self-Awareness	Personal Development

How you are assessed

There is **no End-Point Assessment**. Under Version 2.0 of the Adult Care Worker Level 2 standard, the previous EPA has been replaced by Apprenticeship Assessment — everything is assessed steadily throughout your programme, not in one high-pressure event at the end.

Evidence is gathered through

- Portfolio evidence in OneFile
- Workplace observations
- Professional discussions
- Progress reviews
- Knowledge activities
- Work-based assessment throughout the programme

Workplace observations

You will be observed on at least **two occasions** during your apprenticeship. Observations let you show your competence, consistency, safe working practices, application of knowledge, developing skills and professional behaviours. At the end of the programme you complete a final observation showing that you consistently apply everything expected of an Adult Care Worker — this replaces the old EPA.

What this means for you

- ✓ Less stress and anxiety than a formal exam or one-off assessment day.
- ✓ You demonstrate your knowledge, skills and behaviours throughout the programme.
- ✓ Assessment is carried out by the tutors who have supported you all the way through.
- ✓ More chances to showcase your competence through everyday practice.
- ✓ A broader range of evidence types that reflect real working life in adult social care.

Your grade

Pass or Fail

Version 2.0 of the standard is graded Pass or Fail — there is no Merit or Distinction. Successful completion therefore focuses on demonstrating consistent achievement of all required knowledge, skills and behaviours rather than achieving a graded assessment outcome.

Progress reviews — every 8 to 10 weeks

You, your line manager and your Link Training tutor meet regularly to measure progress, review your off-the-job training, celebrate what you have achieved, identify any support you need, gather your employer's feedback, set new targets and agree future development opportunities.

Progress Reviews

Purpose of Progress Reviews

Progress reviews are a key component of the Apprenticeship programme, designed to ensure apprentices stay on track with their learning and development. These reviews provide a structured opportunity to reflect on progress, set goals, and identify any support needed to successfully complete the apprenticeship. They also ensure alignment with the Knowledge, Skills, and Behaviours (KSBs) outlined in the apprenticeship standard.

Regular progress reviews help:

- Monitor the apprentice's development against their learning plan.
- Identify strengths and areas for improvement.
- Ensure the apprentice receives the necessary support and resources.
- Align learning to workplace activities and real-world care practice.
- Keep all stakeholders (apprentice, employer, and training provider) engaged and informed.

Requirements of Progress Reviews

Frequency:

Progress reviews must take place at least every 3 calendar months, as mandated by apprenticeship funding rules. The Link Training schedule reviews every 10-weeks to allow for flexibility whilst still meeting the apprenticeship funding rules.

Format:

Reviews should be structured, documented, and involve a discussion between the apprentice, employer (or workplace mentor), and training provider. Progress reviews can take place in-person, over the phone or on Microsoft Teams.

Duration:

Progress reviews typically take between 45-minutes to 1-hour to complete.

Progress Reviews

Each review should assess

- The apprentice's progress against their individual learning plan and apprenticeship standard.
- Achievements since the last review, including work-based learning and assignments.
- Feedback from the employer and training provider.
- Challenges faced and any additional support needed.
- Updates to the learning plan to reflect ongoing development.
- Readiness for Apprenticeship Assessment as the apprenticeship progresses

Expectations for Progress Reviews

Apprentice Responsibilities

- Actively engage in discussions and self-reflection.
- Demonstrate evidence of learning and practical application of skills in the workplace.
- Set and work towards agreed targets for development.
- Seek support when needed to overcome barriers to progress.

Employer/Mentor Responsibilities

- Provide feedback on the apprentice's workplace performance.
- Collaborate with the training provider to ensure alignment between learning and work activities.
- Support opportunities for practical application of skills in the workplace
- Support with identifying and overcoming barriers to learning

Training Provider Responsibilities

- Facilitate structured and supportive progress reviews.
- Provide guidance on learning activities and assessment criteria.
- Identify and address any barriers to progress.
- Ensure compliance with apprenticeship requirements and monitor engagement.

By maintaining regular and meaningful progress reviews, apprentices are supported in their professional growth and are better prepared to meet the requirements of their Apprenticeship and ultimately achieve success in their programme.

Your working conditions, pay and support

Supervision at work

If you are under 18

You must be appropriately supervised at all times. You should not be asked to lone work or to cover night shifts as part of minimum staffing. If you support someone one-to-one for a short period, an individual risk assessment must be in place. Night shift experience may be arranged where it benefits your learning, but you must be supernumerary and supported throughout.

If you are 19 or over

With previous care experience, completed in-house training and an employer assessment of competence, you may work with more autonomy — including lone working with access to support, and night shifts as part of the normal rota. Any such arrangement must follow a risk assessment, your employer's policies, and health, safety and employment law.

Your pay

Your employer may pay the apprenticeship wage during the first 12 months where current government regulations permit. After that, your pay must increase in line with UK National Minimum Wage requirements.

You must be paid for:

- ✓ Training sessions
- ✓ Progress reviews
- ✓ Functional Skills training
- ✓ Workplace assessments
- ✓ Off-the-job training

Programme Duration

The learner's programme length is based on their Initial Skills Scan and Training Needs Analysis.

Typical Duration

12 Months

Minimum Duration

8 Months

Learners may complete before their planned end date provided they:

- ✓ Have achieved all learning outcomes.
- ✓ Have completed all required assessments.
- ✓ Have completed all off-the-job training hours.
- ✓ Have been in learning for a minimum of 8 months.

Important

If you reach your planned end date without completing all the apprenticeship requirements, learning will cease and you will not successfully complete the apprenticeship. Staying on top of your off-the-job hours and portfolio work throughout is the surest route to finishing on-time.

Cost to you

There is no cost to you as an apprentice. For learners aged 16–24 the apprenticeship can be fully funded through government apprenticeship funding. For learners aged 25 and over, The Link Training may secure a Levy Transfer; where that is not available the employer contributes 5% plus VAT. Employer contribution costs cannot be reclaimed from you. The current funding band is £4,500 per learner.

Completing your apprenticeship

To successfully complete the Adult Care Worker Apprenticeship you must:

- ✓ Complete the Highfield Level 2 Certificate in Adult Social Care
- ✓ Successfully complete all 15 mandatory qualification modules
- ✓ Complete all required assignments and learning activities
- ✓ Demonstrate the required knowledge, skills and behaviours
- ✓ Successfully complete your workplace observations
- ✓ Complete all off-the-job training requirements
- ✓ Meet all apprenticeship completion requirements

Highfield Level 2 Certificate in Adult Social Care

Awarded on completion, showing all 15 achieved modules.

Skills England Apprenticeship Certificate

Confirming a Pass grade in the Adult Care Worker Level 2 Apprenticeship.

Your checklist as an apprentice

Before you start

- ✓ Confirm you meet the eligibility criteria
- ✓ Complete your initial assessments and Skills Scan
- ✓ Sign your Commitment Statement, Apprenticeship Agreement and Training Plan
- ✓ Set up and log in to your OneFile account

During your programme

- ✓ Attend every teaching session
- ✓ Record 6 hours per week of off-the-job training in OneFile
- ✓ Submit your knowledge work in the format that suits you
- ✓ Prepare for and attend progress reviews every 8–10 weeks
- ✓ Ask your tutor or mentor for help as soon as you need it

At completion

- ✓ Complete your final workplace observation
- ✓ Check every module and target is signed off
- ✓ Celebrate your achievement

Employer Responsibilities Checklist

Before the Apprenticeship Starts

- ✓ Employ the learner in a suitable role
- ✓ Provide the learner with a suitable mentor
- ✓ Support completion of initial assessments
- ✓ Sign the Commitment Statement
- ✓ Sign the Apprenticeship Agreement
- ✓ Sign the Training Plan
- ✓ Approve learner details on DAS

During the Apprenticeship

- ✓ Release learners for training sessions
- ✓ Support completion of 6 hours per week off-the-job training
- ✓ Ensure the learner is supervised and not lone working
- ✓ Monitor progress through OneFile
- ✓ Sign progress reviews within OneFile
- ✓ Support workplace observations
- ✓ Attend progress reviews
- ✓ Provide regular feedback
- ✓ Support Functional Skills attendance where required
- ✓ Encourage development opportunities

At Completion

- ✓ Confirm occupational competence
- ✓ Support final observation activities
- ✓ Celebrate learner achievement

Why choose The Link Training?

- ✓ Flexible delivery in your own workplace
- ✓ Dedicated specialist tutors
- ✓ OneFile electronic portfolio access
- ✓ Flexible ways to submit your evidence
- ✓ Regular progress reviews and employer involvement
- ✓ Comprehensive safeguarding and learner support
- ✓ Highfield-regulated qualification achievement
- ✓ Support from enrolment right through to certification

Together we can develop compassionate, competent and highly skilled care professionals who make a positive difference to the lives of the people they support.

Ready to take the next step?

If this feels like the right programme for you, talk to your manager and get in touch with us. We will arrange a short telephone conversation, walk you through the application and initial assessments, and agree a plan that fits around your job and your life.

1 **Speak to your manager**

Confirm they can support your training time, teaching sessions and 6 hours a week of off-the-job learning.

2 **Call The Link Training**

We will talk you through the course, check your eligibility and answer any questions.

3 **Complete your application**

Initial assessments and your Skills Scan shape a programme built around your starting point.

Disclaimer and information accuracy. The information in this guide is accurate and current at the time of publication and has been developed using the latest guidance available from relevant regulatory and sector bodies. Apprenticeship requirements, funding rules, qualification specifications and assessment arrangements are subject to change, and updates may be introduced by the Department for Education, Skills England, End-Point Assessment Organisations, Awarding Organisations and Institute stakeholders without notice. The Link Training will make every effort to communicate significant changes in a timely manner.

Version Number: 1

Published: 5th September 2026