# Section 1: Lead and manage person / child-centred practice

# Links to units 520 (general management) and 521 (independent advocacy management) City & Guilds Level 5 Leadership and Management of Health and Social Care: Practice

| **Summary notes** | **Examples of evidence**  | **Signature, role and date** |
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| **Induction standards** | **How I have met this standard** | **Comments from the person signing to confirm the standard has been met**  | **Date and signatures**  |
| **You have knowledge and understanding of and are able to lead and manage:** |
| Practice which supports individuals to achieve positive outcomes |  |  |  |
| Practice which promotes the holistic well-being of individuals |  |  |  |
| Practice which promotes person/child-centred communication |  |  |  |
| Support for change and/or transitions |  |  |  |

# Section 2: Lead and manage effective team performance

**Links to unit 522 City & Guilds Level 5 Leadership and Management of Health and Social Care: Practice**

| **Summary notes** | **Examples of evidence**  | **Signature, role and date** |
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| **Induction standards** | **How I have met this standard** | **Comments from the person signing to confirm the standard has been met** | **Date and signatures**  |
| **You have knowledge and understanding of and are able to lead and manage:** |
| Development of a positive culture which is motivating and inspiring |  |  |  |
| Values-based recruitment of workers |  |  |  |
| Values-based induction of workers |  |  |  |
| Continuing professional development of workers through supervision and performance reviews |  |  |  |
| Delegation of tasks |  |  |  |
| Resolution of team conflict and poor performance |  |  |  |
| Innovation and change |  |  |  |
| **You understand:** |
| Legislative, regulatory and organisational requirements for addressing misconduct or unsatisfactory performance |  |  |  |

# Section 3: Lead and manage the quality of service provision to meet legislative, regulatory and organisational requirements

**Links to unit 523 City & Guilds Level 5 Leadership and Management of Health and Social Care: Practice**

| **Summary notes** | **Examples of evidence**  | **Signature, role and date** |
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| **Induction standards** | **How I have met this standard** | **Comments from the person signing to confirm the standard has been met** | **Date and signatures**  |
| **You understand:** |
| Theories, methods and models which can be used to support the service provision to meet the requirements for quality standards |  |  |  |
| **You have knowledge and understanding of and are able to lead and manage:** |
| The use of key indicators and methods to measure the performance of the service provision  |  |  |  |
| Implementation of systems, procedures and practice to monitor, measure and improve performance of the service provision |  |  |  |
| The use of lessons learned from compliments, concerns and complaints to improve service provision |  |  |  |

# Section 4: Professional practice

**Links to unit 524 City & Guilds Level 5 Leadership and Management of Health and Social Care: Practice**

| **Summary notes** | **Examples of evidence**  | **Signature, role and date** |
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| **Induction standards** | **How I have met this standard** | **Comments from the person signing to confirm the standard has been met** | **Date and signatures**  |
| --- | --- | --- | --- |
| **You understand:** |
| The role, responsibilities and accountabilities of health and social care managers |  |  |  |
| **You have knowledge and understanding of and are able to lead and manage:** |
| Ethical practice which recognises and values equality and diversity |  |  |  |
| Effective partnership working |  |  |  |
| Compliance with requirements for presenting, recording, reporting and storing information |  |  |  |
| **You are able to:** |
| Ensure own continuing professional development meets legislative requirements, standards and the Codes of Conduct and Professional Practice |  |  |  |

# Section 5: Lead and manage practice which promotes the safeguarding of individuals

**Links to unit 525 City & Guilds Level 5 Leadership and Management of Health and Social Care: Practice**

| **Summary notes** | **Examples of evidence**  | **Signature, role and date** |
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| **Induction standards** | **How I have met this standard** | **Comments from the person signing to confirm the standard has been met** | **Date and signatures**  |
| **You have knowledge and understanding of and are able to lead and manage:** |
| Compliance with legislative, regulatory and organisational requirements for the safeguarding of individuals  |  |  |  |
| The development and maintenance of knowledge and understanding of safeguarding of individuals for yourself and your workers |  |  |  |
| Practice which safeguards individuals from harm and abuse |  |  |  |
| Practice which supports rights, well-being and positive relationships to promote safeguarding |  |  |  |
| Practice which supports individuals to keep themselves safe |  |  |  |

# Section 6: Lead and manage health, safety and security in the work setting

**Links to unit 526 City & Guilds Level 5 Leadership and Management of Health and Social Care: Practice**

| **Summary notes** | **Examples of evidence**  | **Signature, role and date** |
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| **Induction standards** | **How I have met this standard** | **Comments from the person signing to confirm the standard has been met** | **Date and signatures**  |
| --- | --- | --- | --- |
| **You understand:** |
| Legislative and regulatory requirements for health, safety and security in the work setting |  |  |  |
| **You have knowledge and understanding of and are able to lead and manage:** |
| Compliance with health, safety and security requirements  |  |  |  |
| Risks of work-related ill-health |  |  |  |