

## KSBs

Knowledge	
K1	National standards, organisational policies and procedures, codes of conduct and ways of working that relate to own role.
K2	National legislation, policies and guidance in adult social care relating to health and safety within the scope of own role.
K3	Human rights, equality legislation, organisational policies relating to equity, diversity and inclusion, where those with lived experience and colleagues are treated with dignity, respect and the impact on own role.
K4	Principles of a 'duty of candour' and 'duty of care'.
K5	Local safeguarding board policies and procedures relating to safeguarding of adults in social care settings and how to escalate safeguarding concerns, including disclosures involving children and young people.
K6	The signs and types of abuse and neglect and ways to reduce the risk of abuse or neglect of individuals in adult social care settings.
K7	Person-centred, co-produced approaches to develop relationships with individuals that support their health and wellbeing.
K8	Principles of positive risk-taking, including taking a person-centred approach to safety and contributing to risk assessments.
K9	Principles of positive and proactive care and support for those with lived experience, including techniques to proactively avoid or reduce escalation, de-escalate and manage conflict, and when and how to report concerns.
K10	Information, advice, and guidance activities which assist individuals being supported or their legally designated individual to make independent and informed choices from options available to them.
K11	The needs of those with lived experience and associated cognitive and physical conditions that impact their care and wellbeing.
K12	Meaning of 'capacity' and how an individual's capacity determines their ability to make informed decisions about their needs.
K13	Signs and symptoms of changes in the physical, mental capacity, mental health and wellbeing of individuals with lived experience and ways to monitor, record and report changes.
K14	How to communicate using verbal, written, non-verbal and digital methods to convey information responding to the needs of individuals, stakeholders and family members using person-centred approaches that are adaptable.
K15	Sources of internal and external support to help develop personal resilience and maintain wellbeing.
K16	Legal and organisational guidelines and policies for maintaining the security of information and data.
K17	Developments in digital working, communication and software.

K18	Sustainable working practices, including the efficient use of resources and how to recycle, reuse and safely dispose of waste in line with organisational policies.
K19	The Importance of continuous professional development, the benefits of lifelong learning and the links to relevant standards.
K20	The process for agreeing a personal development plan incorporating goal setting and career opportunities, feedback from supervision and other sources of support.
K21	How literacy, numeracy and communication skills impact on own role and sources of support to check own levels.
K22	Principles of safe and effective administration of medicines in accordance with national and organisational policies and the limitations of own role.
<b>Skills</b>	
S1	Apply national standards, organisational policies and procedures, codes of conduct and ways of working that apply to own role.
S2	Follow national legislation, policies and guidance in adult social care settings, relating to health and safety within the scope of own role.
S3	Consider the human rights of individuals in adult social care settings, in line with organisational policies relating to equity, diversity and inclusion to support an open culture.
S4	Demonstrate a duty of candour, and duty of care acting in the best interest of individuals to ensure they do not come to harm.
S5	Apply a person-centred, co-produced approach when developing relationships with individuals to support their health and wellbeing.
S6	Assist with conducting risk assessments, which focus on positive risk taking, to ensure the safety of yourself and others.
S7	Apply the principles of positive and proactive care and support for those with lived experience to proactively avoid or reduce escalation, de-escalate, and manage conflict.
S8	Customise information, advice and guidance to individuals with or without capacity or their representative to make informed, independent choices and decisions.
S9	Adapt approach to care and support for individuals with lived experience to meet their current and evolving cognitive and physical needs and conditions.
S10	Recognise and respect how an individual's capacity determines their ability to make informed decisions about their needs.
S11	Identify and respond to signs and symptoms of changes in the physical and mental capacity, mental health and wellbeing of those with lived experience, and monitor, record and report changes.
S12	Use appropriate communication methods that are adapted to respond to the needs of individuals, stakeholders and family members in adult social care settings, including verbal, written, non-verbal and digital communication.
S13	Develop personal resilience and access support to maintain wellbeing of self.

S14	Use record keeping systems to maintain clear and accurate records of interactions with individuals, and others ensuring security of information and data.
S15	Apply methods of digital working and communication and new care technologies to support improvements in own work setting.
S16	Record learning opportunities in line with organisational policies that support lifelong learning and meet the relevant standards.
S17	Record, use feedback and supervision to improve own practice to identify and support the development of individual goals and career opportunities.
S18	Contribute and agree to the personal development plan demonstrating support required for new learning goals and reflection on actual practice.
S19	Monitors safe and effective administration of medicines in accordance with national and organisational policies and the limitations of own role.
<b>Behaviours</b>	
B1	Act in a person-centred, ethical and professional manner in the workplace.
B2	Build and maintain positive relationships with the individual and those important to them, colleagues and other professionals.
B3	Take an organised and situational approach to complete tasks in a timely manner.
B4	Take personal responsibility to develop knowledge and skills, resilience and wellbeing, and continually seek to improve performance.

## Mapping Table

The table below maps the NQual Level 2 Adult Social Care Certificate to the apprenticeship KSBs.

Unit Code:	Unit Name:	KSBs
D/651/1130	Understand own role	K1, K2, K18 S1, S2 B1, B2, B3, B4
F/651/1131	Personal Development	K15, K19, K20, K21 S13, S16, S17, S18 B4
H/651/1132	Duty of Care	K4, K10, K11, K12, K13 S4 B1
J/651/1133	Equality, Diversity, Inclusion and Human Rights	K3 S3 B1
K/651/1134	Work in a Person-Centred Way	K7, K8, K9, K10, K11 S7, S8, S9, S10, S11 B1
L/651/1135	Communication	K14, K16, K17 S14 B2
M/651/1136	Privacy and Dignity	K3, K10 B1
R/651/1137	Nutrition and Hydration	K13 B1
T/651/1138	Awareness of Mental Health and Dementia	K10, K11, K12, K13 S10, S11, S12 B1
Y/651/1139	Adult Safeguarding	K5, K6, K9 S5, S6 B1
F/651/1140	Safeguarding Children	K5 B1

H/651/1141	Health, Safety and Principles of Basic Life Support	K2, K22 S2, S19 B1
J/651/1142	Handling Information	K16, K17 S14, S15 B2
K/651/1143	Infection Prevention and Control (IPC)	K2, K18 S2 B1
L/651/1144	An Awareness of Learning Disability and Autism	K3, K7, K10, K14 S3, S6, S12, S14 B1