

How to use the ‘Social care: a rewarding career for you’ tool

This tool is to support anyone interested in finding out more about a career in social care including:

- job seekers
- students
- people considering a change of career
- care workers who want to progress in their career
- teachers, careers advisors and job brokers.

This short guide has some tips to help you use the tool and get the most out of it.

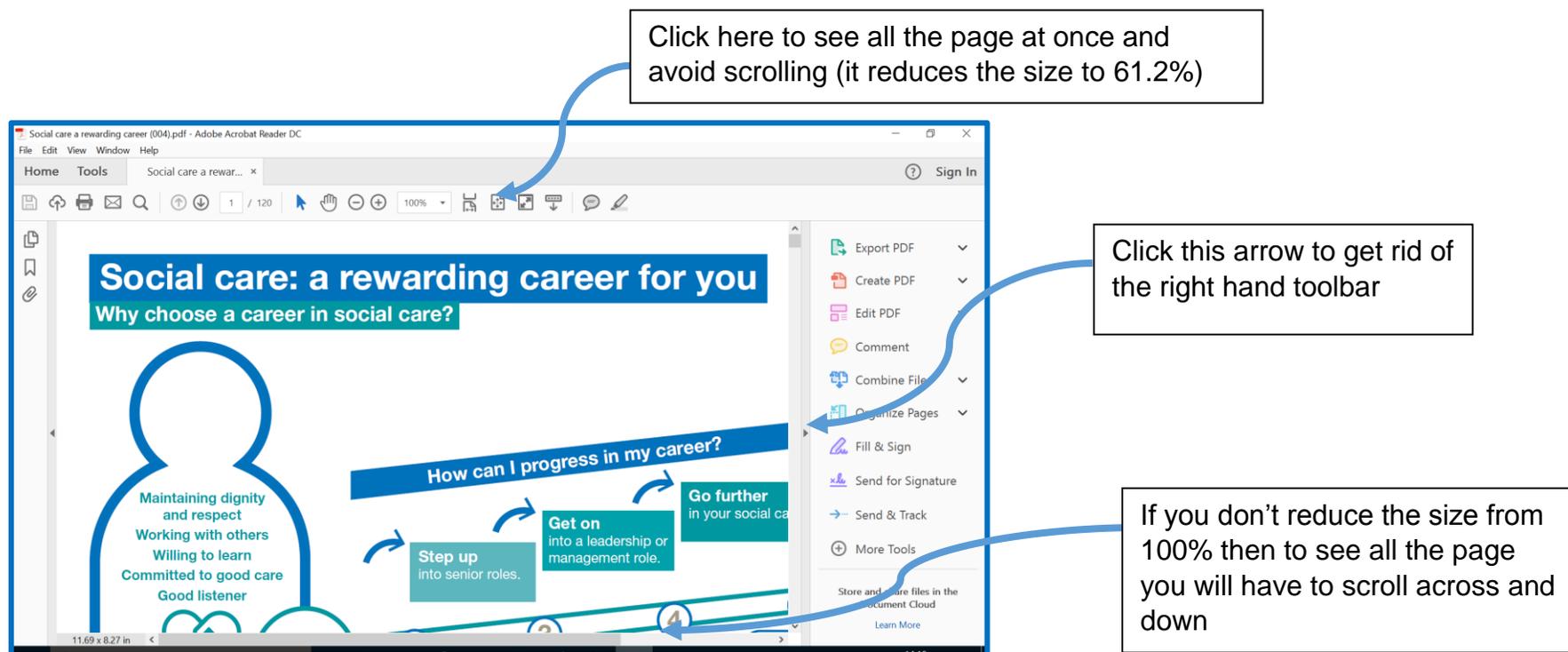
1. Using the tool on a laptop or PC
 - a. Opening the tool on your laptop or PC
 - b. Using the navigation buttons within the tool
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2. Using the tool on a tablet or phone

1. Using the tool on a laptop or PC

a. Opening the tool on your laptop or PC

This tool is an interactive PDF so you can choose how it displays on your device. When you first open the document it may display like the screen shot below. It may also show a message about completing or signing the PDF form; you don't need to do anything about this.

The easiest way to use the tool is to make the tool fill the screen: **To get the tool to display in full screen mode hold down the Ctrl button and press L.** If you prefer not to use full screen because you want to keep the top toolbar, there are several things you can do to make it easier to read.

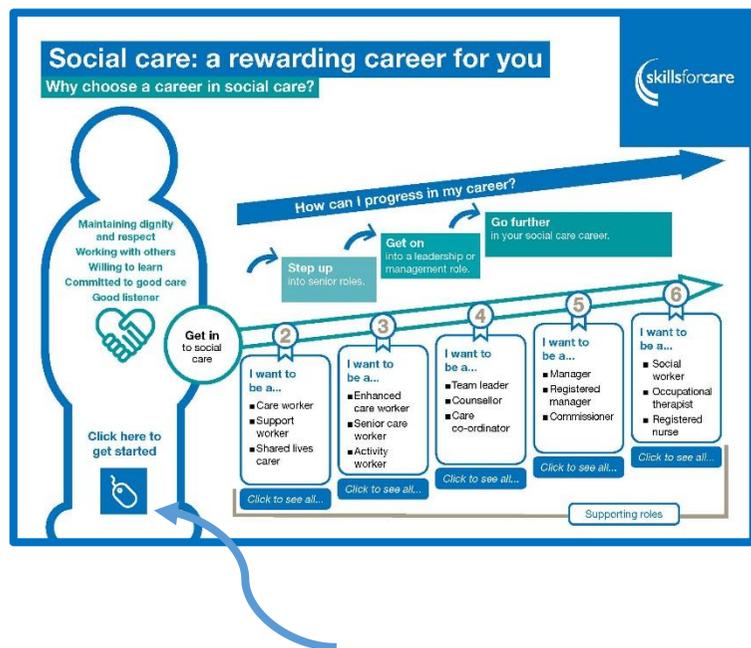


The tool is best viewed in full screen mode so we recommend you press the Ctrl button and L.

b. Using the navigation buttons in the tool

Navigating from the front page

On the front page, when you click over certain boxes a hand icon will appear. This means you can click on this box to take you through to another page.



The main sections you can go to from the front page are:

- why choose a career in social care
- how can I progress my career
- get in to social care
- step up
- get on
- go further
- job roles available in the sector.

Or you can click on 'click here to get started' to go to the contents page and you can navigate the tool from there.

The tool has been designed so you can easily move around the sections that interest you most, rather than reading through it like an ebook. Each page has a 'home' symbol in the bottom right hand corner that takes you back to the front page. The contents page (page 2) also links through to each main section.

Navigating from the contents page

The screenshot shows a 'Contents' page with a list of seven sections on the left and a preview of the first two sections on the right. The preview sections are titled 'Who's this tool for?' and 'How do I use this tool?'. The 'How do I use this tool?' section contains a blue hyperlink: www.skillsforcare.org.uk/socialcareguide. At the bottom of the preview are 'Previous', 'Next', and 'Home' buttons. Blue arrows point from callout boxes to various elements: the list of contents, the 'Previous' and 'Next' buttons, the blue hyperlink, and the 'Home' button.

Contents

- 1. Why choose a career in social care?
- 2. How can I get in to social care?
- 3. How can I progress in my career?
- 4. What qualifications can I do to progress?
- 5. How can I pay for qualifications?
- 6. What job roles can I do in social care?
- 7. Hear from people working in social care

Who's this tool for?
This tool has been created to support anyone interested in finding out more about a career in care.
It can be used by job seekers, students, people considering a change of career or care workers wanting to progress in their career. Careers advisors, teachers or job brokers can also use it with people they are supporting.
The tool highlights the range of job opportunities within the care sector and how you can get into and progress a career in care. It includes case studies of people currently working in a range of different roles who talk about how they have progressed their career.

How do I use this tool?
This tool is an interactive PDF document which means it can be used offline and easily e-mailed, downloaded and saved on different devices. How you use it will depend on what device you have. Using it on a laptop or desktop computer enables all the interactive functions. On tablets or phones it will read like an e-book. Read our guide about how to use the tool at www.skillsforcare.org.uk/socialcareguide.
The tool is divided into sections so you can go to the part you're most interested in and move back and forth between sections, or if you prefer you can scroll through it like a book.
There is a lot of information in the tool as it is designed to include the information you need all in one place.

Previous Next Home

Click on these titles to take you to that section

Clicking the 'previous' and 'next' buttons to go back or forward one page

We've highlighted any website addresses in blue; these links will only work when you have an internet connection

Click on the 'home' symbol takes you back to the front (home page)

Navigating within the different sections

How can I 'step up' in my career?

There are lots of ways you can step up in your career from a level two to a level three role. Click on the job roles below to find out more about the role and what skills and qualifications you need for it.

2 → **3** →

- [Care worker/ care assistant](#)
- [Support worker/ intervenor](#)
- [Shared lives carer](#)
- [Personal assistant](#)
- [Senior care worker](#)
- [Enhanced care worker](#)
- [Activity worker or co-ordinator](#)
- [Rehabilitation worker](#)
- [Reablement worker/ enabler](#)
- [Advocacy worker](#)
- [Housing support officer](#)
- [Social work and occupational therapy support worker](#)
- [Complementary therapy support worker](#)
- [Social prescriber](#)

What qualifications and training can I do to help me step up?

When you're ready to step up into a senior role a Level 3 Diploma in Health and Social Care might be useful.

You might also want to do training or a short course to develop your supervisory skills.

You could also specialise in one area such as dementia, autism, end of life care, moving and assisting, diabetes or stroke care.

What can I do next?

You should speak to your employer first about doing qualifications and training to help you step up. They might organise and pay for this for you.

However, you might want to progress faster and pay for the training yourself using an [Advanced Learner Loan](#).

Ioana used an advanced learner loan to do a Level 3 Diploma in Health and Social Care to help her step up from a care worker to a floor manager. [Click here to read more.](#)

Read more about what qualifications and training you could do to help you progress. →

Previous Next ↗

Text that's written in blue (that isn't a website URL link) or where it says 'read more', will take you to a different section of the tool but from there you may find it easier to go back to the home page

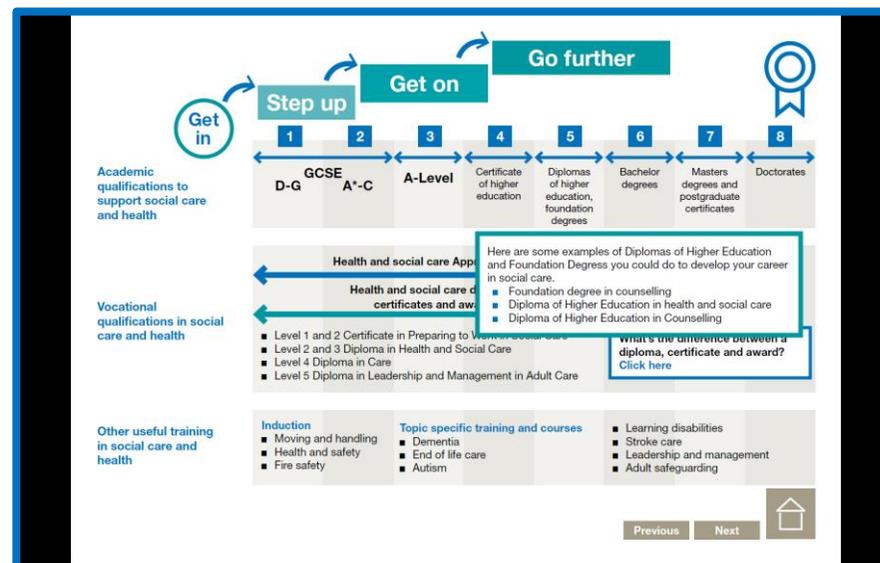
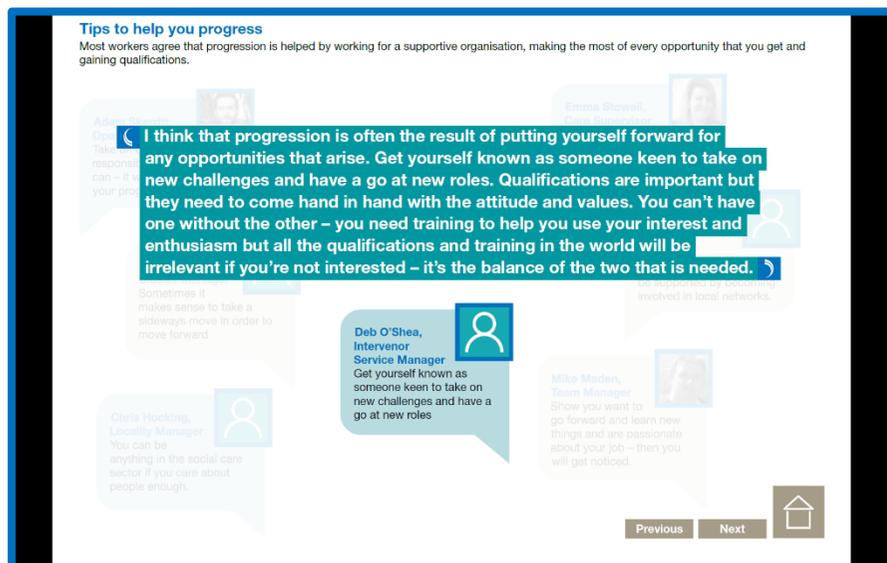
c. Interactive sections within the tool

As well as links to different pages within the tool, there are instructions as you go through to 'click here'.

- On page 4 'click' on each of the facts to read more about what it's really like to work in social care – these will appear as a pop up box on the right hand side of the screen.
- On pages 11, 13, 16 and 21 you can 'click' on the name to read a case study about how each person has progressed in their career – this will take you to a different page. From their case study page, you can click to go back to the page you were on.
- On page 24 you can 'click' on each job role to find out more. From each job role page, you can click to go back to the main job roles page.

There are also sections where hovering over the text brings up information (see images below)

- On page 10 you can hover over each person's quote to read more about what they say.
- On page 19 you can hover over different qualifications to read more about them.



2. Using the tool on a tablet or phone

We recommend you use the tool on a laptop or PC because you lose some of the interactivity when viewing it on tablets and phones.

However you can still read the tool like an ebook; this just means that you'll need to scroll through the pages. Depending on what device you use, here are some of the things you might find when using a tablet or phone:

- Pages that have interactive pop up boxes when you 'hover' over will not display properly as in the second image; the pages most affected will be pages 4, 10 and 19.
- Pages with links to other sections, such as the front and contents page, may not show all the content.

Here are some examples of how the pages might look on a tablet or phone.

