

A black and white photograph of two women sitting together and looking down at a device. The woman on the left has blonde hair tied back and is wearing a dark top with a floral pattern. The woman on the right has blonde hair and is wearing a black and white striped long-sleeved shirt. They appear to be in a professional or educational setting.

# Sector routeway for adult social care



Sector routeway

# Introduction

The sector routeway is a form of support from Jobcentre Plus (or other employment support services) that offers unemployed people the opportunity to develop their skills and do work experience – it allows them to try ‘social care’ before they commit to a permanent position.

It can help adult social care employers find more informed recruits who will stay for longer.

The routeway lasts for up to six weeks and provides learners with:

- ✓ **pre-employment training**, which could be the Level 1 Award in Preparing to Work in Adult Social Care
- ✓ **workplace visits or work experience**
- ✓ **a guaranteed job interview at the end of the training.**

The routeway is usually delivered through a sector-based work academy that’s organised by an employment support service such as Jobcentre Plus, and involves adult social care employers and a learning provider.

## If you’re an adult social care employer -

contact your local employment support service, such as Jobcentre Plus, about how you can get involved.

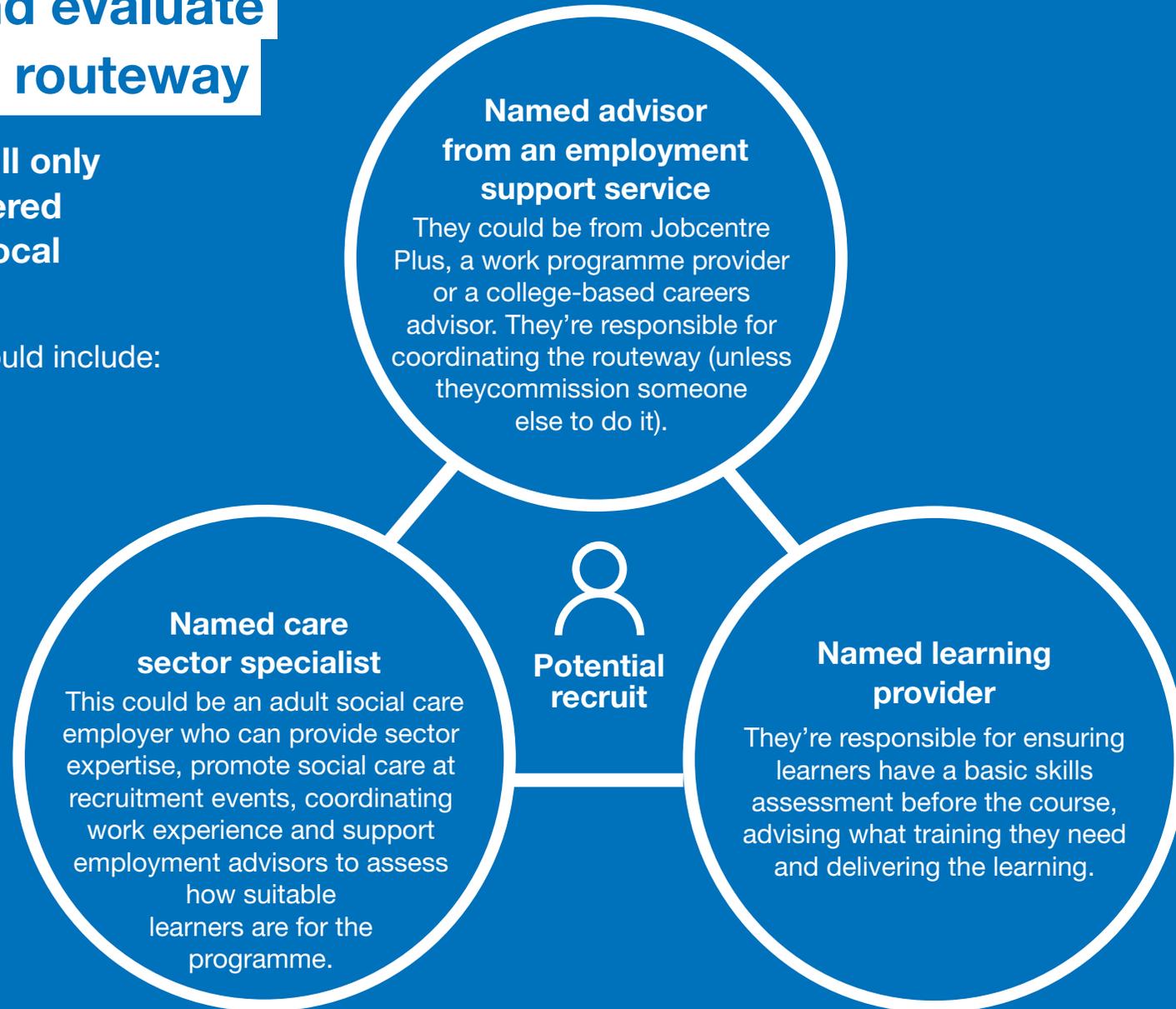
## If you’re an employment support service -

who’s responsible for setting up and delivering a sector routeway, this guide can help.

## Review and evaluate the sector routeway

The routeway will only work if it's delivered by an effective local partnership.

The partnership should include:



# There are five stages of the routeway

Main menu - click on a stage to get started

Find learners  
for the sector  
routeway

Recruit and  
select learners  
for the sector  
routeway

Deliver the  
programme

Help learners  
to take the next  
step towards  
employment

Review and  
evaluate the  
sector  
routeway

# 1 Find learners for the sector routeway

**Employment support services should promote the sector routeway as one of the ways that unemployed people can begin their career in adult social care.**

They could promote it through:

- ✓ job and career fairs
- ✓ recruitment events
- ✓ pre-redundancy support sessions
- ✓ one to one meetings with unemployed people.



The learning provider and care sector specialist can also promote the routeway, for example on their website and social media channels.

## We have lots of resources to help

Invite *I Care...Ambassadors* to support careers activities. Ambassadors are people who work in adult social care, who give a first-hand insight into what it's like to work in the sector.

Find your local ambassador at

[www.skillsforcare.org.uk/ICAsearch](http://www.skillsforcare.org.uk/ICAsearch).

Think Care Careers explains more about the different job roles in adult social care, how to get started and has a library of case studies.

Visit [www.skillsforcare.org.uk/ThinkCareCareers](http://www.skillsforcare.org.uk/ThinkCareCareers).

Request printed copies of leaflets about working in adult social care. Fill in the form at

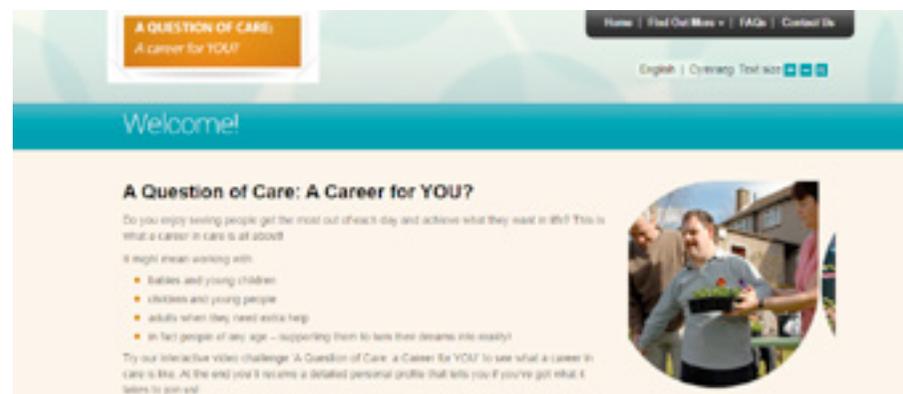
[www.skillsforcare.org.uk/careersrequest](http://www.skillsforcare.org.uk/careersrequest).

## 2 Recruit and select learners for the sector routeway

Front line careers and employment advisors should understand what makes a learner suitable for the sector routeway in adult social care. This means that you get the decision right at the beginning.

Learners don't necessarily need experience or qualifications to get a role because they'll do training when they start - what's really important is their values and what they're like as a person.

You could use [A Question of Care](#), an online quiz that uses real life scenarios to assess people's values, to ensure you find the right people.



You might also want to include:

- ✓ a short application form or questionnaire – [download this template](#) to help you get started
- ✓ a one-to-one meeting or short interview.

Learners also need to have good core skills – this includes English, number, digital and employability skills. A specialist assessor should carry out a basic skills assessment before candidates get a place on the routeway.

They might also need a Disclosure and Barring Service (DBS) check to work in adult social care. It's important to make them aware in case they're unwilling to have the check done, or have a criminal record that might prevent them working in adult social care.

## Here's a checklist to assess learner's suitability for the route-way.

	Yes / No	Notes
Are they keen to work in adult social care?		
Do they have the right values to work in adult social care?		
Are they willing to do training and qualifications to develop the skills they need to work in adult social care?		
Have they had a basic skills assessment done by a qualified assessor?  This should confirm that they have communication skills at entry level 3 or above, and they'll be able to manage and benefit from the level 1 route-way course.		If the answer is no, you should refer the candidate to further support to help them develop the skills needed to join the route-way.
Are they willing to have a DBS check if they're offered a job in adult social care?		



## 3 Deliver the programme

The programme is designed to give unemployed people a quick but comprehensive introduction to working in adult social care.

### It should include:

- ✓ pre-employment training
- ✓ workplace visits or work experience.

Here are some sample course structures you could use to help you get started.

### 3.1 Workplace visits or work experience

The course should include workplace visits or work experience.

Adult social care employers can use our [Guide to offering meaningful work experience](#) to ensure they deliver high quality work experience.



## 3.2 Pre-employment training

**You can choose the learning you deliver as part of the sector routeway.**

You could choose to deliver learning through the Level 1 Award in Preparing to Work in Adult Social Care.

A learning provider should deliver the learning, and we recommend that the course is delivered over four – six weeks so that candidates can reflect on their learning.

It can be done in different ways, for example it could include talks from adult social care workers or people who use services – you can find local *I Care...Ambassadors* to do this at [www.skillsforcare.org.uk/ICAssearch](http://www.skillsforcare.org.uk/ICAssearch).

The course can be incorporated into other learning, or you can add additional learning onto it. For example if local funding's available to support health and safety training, or if a local employer has vacancies that require some specialist knowledge, for example dementia or autism awareness, you could add this to the course.

### Breakdown of Level 1 Award in Preparing to Work in Adult Social Care

#### Introduction to the adult social care sector

- Know about types of social care support available to adults
- Know the range of jobs available in adult social care

#### Introduction to the values and principles of adult social care

- Know the values and principles of adult social care
- Know the importance of diversity within adult social care

#### Awareness of the skills and attitudes needed to work in adult social care

- Know the range of skills and attitudes essential to work in adult social care

#### Awareness of communication in adult social care

- Know the communication skills needed in adult social care
- Know how adult social care workers can meet the communication and language needs of individuals
- Know the importance of record-keeping in adult care settings

#### Awareness of the role and responsibilities of the adult social care worker

- Know about the responsibilities of the adult social care worker
- Know about the role of the adult social care worker

## 4 Help learners to take the next step towards employment

**You should assess the learner throughout the course, so that you can advise them about their next steps.**

There are several options for when they've finished.

- ✓ If you identify any skills gaps, you could signpost them to further learning to help them develop these skills.
- ✓ The learner might be ready to move straight into employment – this could be with the employer they did work experience with.
- ✓ You could enrol them onto a job waiting list or matching system which refers them to employers when suitable vacancies come up.
- ✓ If the learner isn't suitable to work in adult social care, you could refer them to other employment support.

The purpose of the sector routeway is to help unemployed people to find employment, so it's important that you give them ongoing support. This might include help with job searches, training to develop their skills, and support in the first few weeks in a new job.

If a learner moves into employment, you might support their employer to design a suitable induction and arrange a follow up meeting with the learner to see how they're getting on.



## 5 Review and evaluate the sector routeway

**It's important to track learners and ensure everyone's getting what they need from the route-way, to ensure it's successful.**

The organisations involved might already have systems and processes that they can use to monitor the route-way.

For example learning providers might have systems that record learner's initial assessments, progress, learner satisfaction and their next steps. Most employment services will also collect job search data and employment outcomes.

You should do what works best for your route-way.



A black and white photograph of two people sitting at a desk in an office. On the left, a man with glasses and a light-colored jacket is laughing and looking towards the woman on the right. The woman has long braids and is wearing a dark t-shirt with white text, also laughing. They are sitting at a desk with office chairs and a computer monitor visible in the background. A sign on the wall behind them reads 'We're run by disabled people, for disabled people'.

**Find out more at**  
**[www.skillsforcare.org.uk/preemployment](http://www.skillsforcare.org.uk/preemployment)**