



Qualification Specification



Qualification summary

Qualification title	NCFE CACHE Level 1 Award in Preparing to Work in Adult Social Care
Ofqual qualification number (QN)	600/1213/4
Guided learning hours (GLH)	53
Total qualification time (TQT)	60
Credit value	6
Minimum age	14
Qualification purpose	This qualification will enable learners to develop a basic knowledge of the adult social care sector and is aimed at those learners who wish to explore roles in this field. Note: does not confer competence or licence to practise.
Grading	Achieved/not yet achieved
Assessment method	Internally assessed and externally quality assured portfolio of evidence.
Work/industry placement experience	Work/industry placement experience is not required.
Regulation information	This is a regulated qualification. The regulated number for this qualification is 600/1213/4.
Funding	This qualification may be eligible for funding. For further guidance on funding, please contact your local funding provider.



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Section 1: introduction

Centres must ensure they are using the most recent version of the Qualification Specification on the NCFE website.

Aims and objectives

This qualification aims to:

- develop learners basic knowledge of the adult social care sector
- offer breadth and depth of study, incorporating a key core of knowledge

The objective of this qualification is:

- introduce basic concepts and prepare learners for further study or employment within the sector

Support Handbook

This Qualification Specification must be used alongside the mandatory Support Handbook, which can be found on the NCFE website. This contains additional supporting information to help with planning, delivery and assessment.

This Qualification Specification contains all the qualification-specific information you will need that is not covered in the Support Handbook.

Guidance for entry and registration

This qualification is designed for learners who want to develop a basic knowledge of the adult social care sector.

It may also be useful to learners studying qualifications in the health and social care sector.

Registration is at the discretion of the centre in accordance with equality legislation and should be made on the NCFE Portal.

Centres are responsible for ensuring that all learners are capable of achieving the units and learning outcomes (LOs) and complying with the relevant literacy, numeracy, and health and safety requirements.

Learners registered on this qualification should not undertake another qualification at the same level, or with the same/a similar title, as duplication of learning may affect funding eligibility.

Achieving this qualification

To be awarded this qualification, learners are required to successfully achieve **6 credits from the mandatory units**.

Please refer to the list of units in appendix A or the unit summaries in section 2 for further information.

To achieve this qualification, learners must successfully demonstrate their achievement of all LOs of the units as detailed in this Qualification Specification. A partial certificate may be requested for learners who



do not achieve the full qualification but have achieved at least one whole unit; partial achievement certificate fees can be found in the Fees and Pricing document on the NCFE website.

Age range covered by the qualification

This qualification covers working with young people aged 18+.

Progression

Learners who achieve this qualification could progress to the following:

- further education:
 - health and social care

Resource requirements

The following document is mandatory reading for any centre involved in the delivery, assessment and administration of this qualification:

- Skills for Care and Development Assessment Principles

How the qualification is assessed

Assessment is the process of measuring a learner's skill, knowledge and understanding against the standards set in a qualification.

This qualification is internally assessed and externally quality assured.

The assessment consists of one component:

- an internally assessed portfolio of evidence, which is assessed by centre staff and externally quality assured by NCFE (internal quality assurance must still be completed by the centre as usual)

Learners must be successful in this component to gain this qualification.

Learners who are not successful can resubmit work within the registration period; however, a charge may apply in cases where additional external quality assurance visits are required.

Unless otherwise stated in this specification, all learners taking this qualification must be assessed in English and all assessment evidence presented for external quality assurance must be in English.

Internal assessment

We have created some sample tasks for the 5 internally assessed units, which can be found within a separate document in the member's area of the NCFE website. These tasks are not mandatory. You can contextualise these tasks to suit the needs of your learners to help them build up their portfolio of evidence. The tasks have been designed to cover some knowledge LOs and provide opportunities for stretch and challenge. For further information about contextualising the tasks, please contact the Provider Development team.



Each learner must create a portfolio of evidence generated from appropriate assessment tasks to demonstrate achievement of all the LOs associated with each unit. On completion of each unit, learners must declare that the work produced is their own and the assessor must countersign this. Examples of suitable evidence for the portfolio for each unit are provided in section 2.

If a centre needs to create their own internal assessment tasks, there are four essential elements in the production of successful centre-based assessment tasks; these are:

- ensuring the assessment tasks are meaningful with clear, assessable outcomes
- appropriate coverage of the content, LOs or assessment criteria (AC)
- having a valid and engaging context or scenario
- including sufficient opportunities for stretch and challenge for higher attainers



Section 2: unit content and assessment guidance

This section provides details of the structure and content of this qualification.

The types of evidence listed are for guidance purposes only. Within learners' portfolios, other types of evidence are acceptable if all learning outcomes (LOs) are covered, and if the evidence generated can be internally and externally quality assured. For approval of methods of internal assessment other than portfolio building, please contact your external quality assurer (EQA).

The explanation of terms explains how the terms used in the unit content are applied to this qualification. This can be found in section 3.



PWCS 01: Introduction to the adult social care sector (F/502/9579)



Unit summary				
The aim of this unit is to develop learners' awareness of the adult social care sector.				
Assessment				
This unit is internally assessed via a portfolio of evidence.				
Mandatory	Achieved/not yet achieved	Level 1	1 credit	10 GLH

Learning outcomes (LOs) The learner will:	Assessment criteria (AC) The learner can:
1. Know about types of social care support available to adults	1.1 Define adult social care
	1.2 Outline types of adult social care support and their purpose
	1.3 Give examples of who would access different types of adult social care support
	1.4 Outline how informal care contributes to adult social care
2. Know the range of jobs available in adult social care	2.1 Identify a range of jobs available in adult social care
	2.2 Outline settings where adult social care support is provided
	2.3 Outline ways to develop a career in adult social care

Range
1. Know about types of social care support available to adults 1.1 Adult social care: providing care and/or support for individuals to achieve the quality of life they choose. 1.2 Types of adult social care support may include: • day services • residential support including respite • domiciliary support • community-based support • support purchased using personal budgets such as personal assistants • technology enabled care support Each of the above may be for older people, or people with mental health illness, dementia, physical disabilities, learning disabilities. 1.4 Informal care could include support provided by friends, family, neighbours, community groups. 2. Know the range of jobs available in adult social care 2.1 Range of jobs should include ancillary roles, managers, and adult social care trainers in addition to front line staff.

Delivery and assessment guidance
This unit must be assessed in line with the Skills for Care and Development Assessment Principles. No delivery guidance required for this unit.



PWCS 02: Introduction to the values and principles of adult social care (D/502/9590)



Unit summary				
The aim of this unit is to develop learners' awareness of the values and principles of adult social care.				
Assessment				
This unit is internally assessed via a portfolio of evidence.				
Mandatory	Achieved/not yet achieved	Level 1	1 credit	10 GLH

Learning outcomes (LOs) The learner will:	Assessment criteria (AC) The learner can:
1. Know the values and principles of adult social care	1.1 Identify key values and principles of adult social care
	1.2 Outline why adult social care workers need to promote adult social care values at all times
	1.3 Identify areas where own values and principles may conflict with those of adult social care
2. Know the importance of diversity within adult social care	2.1 Outline why it is important to support and respect diversity and different cultures and values
	2.2 Outline the importance of finding out an individual's history, needs, wishes, likes and dislikes

Range
1. Know the values and principles of adult social care. 1.1 Key values and principles of adult social care include: • individuality • rights • choice • privacy • independence • dignity • respect • partnership • confidentiality This list is not exhaustive. Own personal values and principles may conflict with some key values when supporting individuals. Examples of areas which could cause conflict: • differences in lifestyle choices • differences in cultural or religious beliefs These could cause a conflict with adult social care values/principles of individuality, rights, choice, respect.



Range

It is important that even if there is a conflict that own values/principles do not negatively affect support provided to individuals and that you are always promoting adult social care values regardless of own personal values/principles.

Adult social care: providing care and/or support for individuals to achieve the quality of life they choose.

Delivery and assessment guidance

This unit must be assessed in line with the Skills for Care and Development Assessment Principles.

No delivery guidance required for this unit.



PWCS 08: Awareness of the skills and attitudes needed to work in adult social care (M/502/9660)



Unit summary				
The aim of this unit is to develop learners' awareness of skills and attitudes needed for working in adult social care.				
Assessment				
This unit is internally assessed via a portfolio of evidence.				
Mandatory	Achieved/not yet achieved	Level 1	1 credit	8 GLH

Learning outcomes (LOs) The learner will:	Assessment criteria (AC) The learner can:
1. Know the range of skills and attitudes essential to work in adult social care	1.1 List skills and attitudes essential to work in adult social care
	1.2 Identify own skills and attitudes essential to work in adult social care
	1.3 Identify own skills and attitudes that require further development

Range
1. Know the range of skills and attitudes essential to work in adult social care. 1.1 Skills and attitudes essential to work in adult social care include: • write and speak so that others listen and understand • read and understand information shown in a variety of ways including, written and spoken English • listen and ask questions to understand other people's points of view • understand the need to be reliable and dependable • give examples of a care worker acting responsibly and being accountable in a care work setting • understand the purpose of policies and procedures in a social care workplace • demonstrate an ability to assess situations and identify problems and suggest solutions in a social care workplace scenario • know how to help 'customers' and deal with their questions and problems • demonstrate willingness to work in a team • demonstrate an ability to work well with others • be open and respond well to simple changes • show interest, initiative and effort • understand the need to gain skills and knowledge to support and develop your work • be willing to learn from mistakes and accept feedback and offer feedback to others in a positive way • be willing to reflect on own practice and improve • be able to use everyday technology such as mobile phones, email applications and basic word processing • be able to make estimates and check calculations for accuracy • understand how to add, subtract, multiply and divide numbers and give examples of when each should be used in day-to-day social care work • observe and record data accurately and legibly



Range

Adult social care: providing care and/or support for individuals to achieve the quality of life they choose.

Delivery and assessment guidance

This unit must be assessed in line with the Skills for Care and Development Assessment Principles.

No delivery guidance required for this unit.

**PWCS 09: Awareness of communication in adult social care
(A/502/9662)**

Unit summary				
The aim of this unit is to develop learners' awareness of communication in adult social care.				
Assessment				
This unit is internally assessed via a portfolio of evidence.				
Mandatory	Achieved/not yet achieved	Level 1	2 credits	15 GLH

Learning outcomes (LOs) The learner will:	Assessment criteria (AC) The learner can:
1. Know the communication skills needed in adult social care	1.1 Identify communication skills needed in adult social care
2. Know how adult social care workers can meet the communication and language needs of individuals	2.1 Identify barriers to effective communication 2.2 List ways of overcoming barriers to effective communication
3. Know the importance of record keeping in adult social care settings	3.1 Identify reasons for record keeping 3.2 Give examples of different types of record keeping used in adult social care settings 3.3 Outline the skills needed to maintain clear, accurate and up to date records

Range
1. Know the communication skills needed in adult social care
1.1 Communication skills may include: • formal • informal • visual • reading • writing • speaking ○ verbal ○ non-verbal • listening • body language Adult social care: providing care and/or support for individuals to achieve the quality of life they choose.

Delivery and assessment guidance
This unit must be assessed in line with the Skills for Care and Development Assessment Principles.



Delivery and assessment guidance

No delivery guidance required for this unit.



PWCS 10: Awareness of the role and responsibilities of the adult social care worker (F/502/9727)



Unit summary				
The unit aims to develop learners' awareness of the role and responsibilities of the adult social care worker.				
Assessment				
This unit is internally assessed via a portfolio of evidence.				
Mandatory	Achieved/not yet achieved	Level 1	1 credit	10 GLH

Learning outcomes (LOs) The learner will:	Assessment criteria (AC) The learner can:
1. Know about the responsibilities of the adult social care worker	1.1 Identify main responsibilities of an adult social care worker
	1.2 Outline the responsibilities and limits of the relationship between care workers and the individual
	1.3 Identify others that adult social care workers may work in partnership with
	1.4 Outline the need to report any suspicions about abuse or neglect
2. Know about the role of the adult social care worker	2.1 Identify daily tasks in a range of adult social care roles
	2.2 Outline how duty of care might apply to the adult social care worker's daily role
	2.3 Give examples of how to provide person-centred support when supporting individuals in day-to-day activities

Range
1. Know about the responsibilities of the adult social care worker 1.1 Adult social care: providing care and/or support for individuals to achieve the quality of life they choose. 1.2 Individuals or the individual , will normally refer to the person or people the learner is providing care and support for. 1.3 Others may include: • family • friends • informal carers • advocates • health professionals such as doctors, dentists, nurses and physiotherapists • social workers, housing officers, care assistants • organisations providing home services such as cleaning, laundry or meals on wheels • community groups and other organisations that the individual has links with
2. Know about the role of the adult social care worker 2.2 Duty of Care is a legal obligation to:



Range

- always act in the best interests of **individuals** and **others**
- not act or fail to act in a way that could cause harm
- act within your competence and do not take on something you do not believe you can safely do

2.3 Person-centred support ensures that the needs, wishes and preferences of individuals inform their daily care.

Delivery and assessment guidance

This unit must be assessed in line with the Skills for Care and Development Assessment Principles.

No delivery guidance required for this unit.



NCFE assessment strategy

The key requirements of the assessment strategies or principles that relate to units in this qualification are summarised below.

The centre must ensure that individuals undertaking assessor or quality assurer roles within the centre conform to the assessment requirements for the unit they are assessing or quality assuring.

Knowledge LOs

- assessors will need to be both occupationally knowledgeable and qualified to make assessment decisions
- internal quality assurers (IQAs) will need to be both occupationally knowledgeable and qualified to make quality assurance decisions

Competence/skills LOs

- assessors will need to be both occupationally competent and qualified to make assessment decisions
- IQAs will need to be both occupationally knowledgeable and qualified to make quality assurance decisions

The centre with whom the learners are registered will be responsible for making all assessment decisions. Assessors must be **contracted** to work directly with the centre, contributing to all aspects of standardisation. The centre must ensure a process of training is followed, including during induction and quality assurance activities. Occupationally competent and qualified assessors from the centre must use direct observation to assess practical skills-based outcomes.

Sector body assessment strategies and principles

Some units and qualifications must be assessed in line with a sector body's assessment strategy or principles. The centre must ensure that individuals undertaking assessor or quality assurer roles within the centre conform to these requirements for the units/qualifications they are assessing or quality assuring. To access a full copy of the sector body's requirements please refer to the relevant sector body website, useful links have been provided below.

Skills for Care: www.skillsforcare.org.uk



Section 3: explanation of terms

This table explains how the terms used at **level 1** in the unit content are applied to this qualification (not all verbs are used in this qualification).

Define	Give the meaning of a word or phrase.
Demonstrate	Show an understanding of the subject.
Describe	Provide details about the subject or item.
Explain	Provide details about the subject with reasons showing how or why.
Give (examples of)	Provide relevant examples to support the subject.
Identify	List or name the main points.
Indicate	Point out or show using words, illustrations or diagrams.
List	Make a list of words, sentences or comments.
Locate	Find or identify.
Outline	Identify or describe the main points.
Plan	Think about, organise and present information in a logical way. This could be presented as written information, a diagram or an illustration.
Show	Give information that includes clear knowledge about the subject.
State	Give the main points in brief, clear sentences.
Use	Take an item, resource or piece of information and link to the question or task.



Section 4: support

Support materials

The following support materials are available to assist with the delivery of this qualification and are available on the NCFE website:

- Qualification Factsheet

Other support materials

The resources and materials used in the delivery of this qualification must be age-appropriate and due consideration should be given to the wellbeing and safeguarding of learners in line with your institute's safeguarding policy when developing or selecting delivery materials.

Products to support the delivery of this qualification may be available. For more information about these resources and how to access them, please visit the NCFE website.

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**** To continue to improve our levels of customer service, telephone calls may be recorded for training and quality purposes.***

Appendix A: units

To simplify cross-referencing assessments and quality assurance, we have used a sequential numbering system in this document for each unit.

 Knowledge-only units are indicated by a star. If a unit is not marked with a star, it is a skills unit or contains a mix of knowledge and skills.

Mandatory units

	Unit number	Regulated unit number	Unit title	Level	Credit	GLH	Notes
	F/502/9579	PWCS 01	Introduction to the adult social care sector	1	1	10	
	D/502/9590	PWCS 02	Introduction to the values and principles of adult social care	1	1	10	
	M/502/9660	PWCS 08	Awareness of the skills and attitudes needed to work in adult social care	1	1	8	
	A/502/9662	PWCS 09	Awareness of communication in adult social care	1	2	15	
	F/502/9727	PWCS 10	Awareness of the roles and responsibilities of the adult social care worker	1	1	10	



Change history record

Version	Publication date	Description of change
v8.1	March 2020	Resources section added.
v8.2	June 2022	Further information added to section 1 section to confirm that unless otherwise stated in this specification, all learners taking this qualification must be assessed in English and all assessment evidence presented for external quality assurance must be in English. Information added to section 1 to advise that registration is at the discretion of the centre, in accordance with equality legislation and should be made on the Portal. Information added to section 5 about how to access support handbooks.
V8.3	October 2025	In section 2, for units PWCS 01, PWCS 02 and PWCS 10, updates have been made to the range table to ensure it is accurate and up to date in line with current legislation and terminology.