

# A centre's guide to Health and Social Care NVQs and SVQs



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An estimated three million people are employed in the health and social care sectors in the UK. Driven by the government requirements across the UK to modernise and raise standards in these sectors, there is an increasing need to recruit, retain and develop the skills of this workforce - as witnessed by the increasing levels of funding to support training and qualifications in the sector.

Our NVQs and SVQs in Health and Social Care are now the benchmark qualifications; written in to National Service Standards in social care and forming the basis for workforce development and the Agenda for Change in the NHS.

These new qualifications, introduced in 2005, are based on the latest National Occupational Standards. Containing fewer units and offering a more flexible and wider choice of optional units, they have been designed to address the increasing number of new job roles, new types of services and settings, joint working arrangements and the need to continually update and extend skills. The flexibility of the new qualification structure builds on the induction framework and greatly assists achievability and relevance for the Health and Social Care sectors.

The new qualifications' assessment recognises the realities of work-based assessment; especially accessibility, the availability of assessors and the issue of intrusion and confidentiality.

## Which qualifications are available?

### Level 2 NVQ/SVQ in Health and Social Care

This qualification is designed for care workers who support and assist individuals with their physical or emotional care, daily living needs or maintaining their independence - usually working under supervision. The qualification is particularly relevant for home care assistants, community support assistants, healthcare assistants, residential or day service assistants.

Candidates need to complete six units.

There are four core units:

- Communicate with and complete records for individuals
- Support the health and safety of yourself and individuals
- Develop your knowledge and practice
- Ensure your own actions support the care, protection and well-being of individuals

They must select two units from a choice of 28. These cover wide range of areas including domiciliary care and work, which may cover personal and physical care needs, aspects of health care needs, as well as supporting recreational, developmental or therapeutic activities.

Employers in the social care sector anywhere in the UK should ensure that their employees take the four core units and two units from the options. If the employer is in the health care sector they can decide that candidates take two core units, two optional units and a further two units which can be from the core or options.

### Level 3 NVQ/SVQ in Health and Social Care (Adults)

### Level 3 NVQ/SVQ in Health and Social Care (Children and Young People)

The level 3 qualifications are designed for workers delivering care and support, often without direct supervision or working on their own - perhaps in an individual's own home. Workers may have some supervisory or development responsibility for other care workers, or they might be involved in specialist tasks with a degree of responsibility or independence.

The qualifications are particularly relevant to senior care workers, health care workers, home care organisers and community support workers. Units are also available for drugs and mental health workers. The Children and Young People pathway is especially relevant to residential child care workers and foster carers, as well as workers in health, youth justice and educational settings.

Candidates need to take eight units.

There are four core units:

- Promote effective communication for and about individuals
- Promote, monitor and maintain health, safety and security in the working environment
- Reflect on and develop your practice

The fourth core unit, depending on the chosen pathway, is one of either:

- Promote the well being and protection of children and young people (Children and young people), or
- Promote choice, well being and the protection of all individuals (Adults)

They then select four further units from a choice of 105 drawn from adults or children and young people or generic options. This extensive range of options ensures coverage of a wide range of work roles and specialisms across health and social care, and includes units that are specific to mental health, drug and alcohol misuse, youth justice, working with volunteers and managing challenging behaviours.

### Level 4 NVQ/SVQ in Health and Social Care (Adults)

### Level 4 NVQ/SVQ in Health and Social Care (Children and Young People)

The level 4 qualifications are designed to be relevant to wide range of senior practice and supervisory or management roles within health and social care. They cover managerial duties in addition to the assessment of individual needs, and the planning and review of care programmes. In bringing together a mix of advanced practitioner work and first line management responsibilities there is a clear link to both the Registered Managers (Adults) and also the Managers in Residential Child Care Level 4 qualifications. New units have been included to strengthen and reflect the current demands on managers such as procurement and tendering, risk management, effective governance and domiciliary care management

At this level the worker has management or supervisory responsibility for other staff or a high level of independence in developing individual responses to the services users' needs.

## Key points

- Recognised by workforce and service regulators across the UK
- Flexibly designed for care workers in the full range of settings and confirm initial competence to practice safely with service users
- Increased scope for the use of expert witness evidence
- Incentives to use the structures for continuing professional development
- Centre publications available in a range of formats

Candidates need to take eight units.

There are four core units:

- Use and develop methods and systems to communicate, record and report
- Contribute to the development and maintenance of healthy and safe practices in the working environment
- Take responsibility for the continuing professional development of self and others.

The fourth core unit, depending on the chosen pathway, is one of either:

- Develop practice which promotes the involvement, well-being and protection of children and young people (Children and young people), or,
- Develop practices which promote choice, well being and the protection of all individuals (Adults)

They then select a further four units from a choice of 46, drawn from adult or children and young people or generic options. The wide range of options includes units that are from the registered managers (adults) and residential managers in child care qualifications. In addition to further management skills it also includes units specific to disclosure of abuse, mental health and drug and alcohol misuse, working with volunteers, and representing the agency.

### **Do the qualifications form part of a recognised framework?**

The NVQs and SVQs are accredited by both QCA and SQA. They are based on the National Occupational Standards agreed by the Sector Skills Councils and represent agreed best practice. This means that they are the qualifications most widely recognised by the health and social care regulators, workforce development organisations and employers as the benchmark for the sector.

### **How is the qualification assessed?**

These qualifications are work based awards and candidates' skills and knowledge are assessed in the workplace whilst they are working directly with individuals and colleagues. They must be working in a real health or social care setting on a full or part time basis and in paid or voluntary work. If candidates require any additional training prior to assessment this can be based in or out of the workplace or by distance or e learning.

These new N/SVQs also allow for greater input of evidence by an identified expert witness especially in the optional units. The centre is responsible for ensuring that the expert witness meets the requirements of their role which is outlined in the Standards and Assessment Requirements document.

### **What publications are available?**

When you register a candidate you will automatically receive copies of the Centre's Guide to N/SVQs, the Standards and Assessment Requirements, and the 4 core units. This is included in the registration fee. Additional copies are available from our Publications team.

You can also request a CD ROM containing the Centre guide to N/SVQs, the Candidate guide, and the Standards and Assessment Requirements and all of the core, optional and additional units. The Standards and Assessment Requirements book details the requirements of assessors, verifiers and expert witnesses and also contain the required assessment documentation with exemplars of their use.

All of the above and other supporting documentation is also available from our website at

**[www.cityandguilds.com](http://www.cityandguilds.com)**

Nelson Thornes publishers are producing a series 'City & Guilds Endorsed' text books to support learners. Visit their website to find out more **[www.nelsonthornes.com](http://www.nelsonthornes.com)**

We have, in partnership with ELWa and Cymad, also produced a bi-lingual learning resource. 'Dysgu Gofalu/Learning to Care'. This is a publication for all those starting to work in the care services and will remain relevant to these qualifications. Further information is available from City & Guilds Cymru on **02920 748600**.

### **Why choose City & Guilds?**

City & Guilds Community & Society sector is the foremost provider of vocational qualifications in the health and social care sector with dedicated development, quality assurance and quality improvement teams. These are supported by a network of specialist advisers in each of the City & Guilds local offices around the UK. Advisers work directly with employers and assessment centres to ensure that our qualifications meet your requirements.

As an incentive to candidates and employers to use the full range of optional and additional units within the levels, we will allow candidates to complete both the full NVQ/SVQ and as many further units from the same level as they wish within the three year registration period at no extra charge.

Are there any other qualifications that may be of interest?

You might also be interested in:

**Level 4 NVQ Registered Managers (Adults)**

**Level 4 SVQ Registered Manager Health and Social care (Adults)**

**Level 4 NVQ Managers in Residential Child Care**

**Levels 2 and 3 NVQ in Youth Work**

**Level 2 Support Services in Health Care**

To aid progress between levels, or to specialise in an area we recommend:

**Levels 2 and 3 Supporting Care Practice**

**Levels 2 and 3 Certificate in Working with People who have Learning Disabilities**

**Level 3 Certificate in Community Mental Health Care**

**Higher Professional Diploma in Learning Disability Services**

**Higher Professional Diploma in Health and Well-Being**

For new employees, you might want to look at these Initial Awards:

**Level 2 Certificate in Contributing to the Care Setting**

**Level 2 Certificate in Mental Health Work**

**What's the next step?**

If you are an existing approved centre, you will need to complete a scheme approval form (SAP). If you are not an approved centre and would like to become one, please contact your nearest City & Guilds office who will guide you through the approval process.

**How can I find out more?**

You can find out more by contacting your nearest City & Guilds office. Log on to our website to find the location of your nearest one, or contact our Customer Relations team at:

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**enquiry@cityandguilds.com**

**If you're asked for a scheme number, please quote 3172 for the NVQ and 3175 for the SVQ.**

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