

An employer's guide to NVQs and SVQs in Health and Social Care

City & Guilds

www.cityandguilds.com

March 2005



An employer's guide to NVQs and SVQs in Health and Social Care

To deliver the quality of service that carers and service users, governments and regulatory bodies expect, it's essential to have a highly skilled workforce. Our new NVQ/SVQs in Health and Social Care are now the benchmark qualifications in this area. They are in line with a large number of initiatives and codes of practice including national service standards in social care and the Agenda for Change in the NHS.

Offering a more flexible and wide range of options, these new NVQ/SVQs 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.

Building on induction frameworks the new qualifications are also designed to offer clearer opportunities and incentives for progression and further development whilst establishing workers' initial competence to practice safely.

What 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.

It is particularly relevant for home care assistants, community support assistants, healthcare assistants, residential or day service assistants; most of whom usually work under supervision.

Learners 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 then select two units which best match their job role, from a choice of 28. These cover aspects of work in a wide range of services including domiciliary care and work which may cover personal and physical care needs, aspects of health care needs as well as supporting recreational activities or developmental or therapeutic activities.

Employers in the social care sector anywhere in the UK should ensure that their employees are assessed in the four core units and two units from the options. However, if you are an employer in the health care sector you can decide that your employees be assessed in two core units, two optional units and a further two units which can be from the core or optional group.

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 developmental responsibility for other care workers or might be involved in specialist tasks with some 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 complete 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 need to complete four units from a choice of 105. This extensive range of options covers a wide range of work roles across health and social care and includes units 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 for senior practice and supervisory or management roles within health and social care. 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 assessed needs of service users.

They cover managerial duties in addition to the assessment planning and review of individuals' care needs. 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

Candidates need to complete 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

Key points

- Recognised by workforce and service regulators across the UK
- Designed for care workers in the full range of settings and confirm initial competence to practice safely with service users
- Assessment takes place in the work place and focuses on real work with individuals
- Increased scope for the use of expert witness evidence
- Incentives to use the structures for continuing professional development

- 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 need to select four units from a choice of 46. These are drawn from adult specific options or children and young people specific options or from a generic option group.

The wide range of options includes units that are from the Registered Managers (Adults) and Managers in Residential 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.

How is the qualification delivered?

Candidates are assessed in the workplace whilst working directly with individuals and colleagues. An assessor will help them plan and gather a portfolio of evidence of their daily routines. Additionally, these NVQs/SVQs allow for greater input by an identified expert witness especially in the optional units. For more details on how NVQs and SVQs work, please see An Employer's guide to NVQs, available from our website or Customer relations team.

Do the qualifications form part of a recognised framework?

These qualifications are approved by qualifications authorities across the UK and are recognised by the health and social care regulators and workforce development organisations as the benchmark for the sector.

Are there any learning materials available?

All assessment centres and candidates are automatically supplied with the Standards and Assessment Requirements documents. These can also be purchased separately from our Publications team.

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

We have, in partnership with ELWa and Cymad, also produced a bi-lingual learning resource. 'Dysgu Gofalu/Learning to Care' is a publication for all those starting to work in the care services. 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 3 year registration period at no extra charge.

Are there any other qualifications that may be of interest to me?

We offer the complete range of qualifications for the care, health, community and children's sectors. 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

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 your 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

You should also find out about Apprenticeships in health and social care which provide a broad and thorough training for the industry. For more details please go to www.apprenticeships.org.uk

What is my next step?

If you are an existing approved centre, please contact your nearest City & Guilds office for scheme approval details.

If you are not, you can either run this scheme in co-operation with an approved centre, or become one in your own right. In either case, your next step is to contact our Customer Relations team or visit our website.

City & Guilds

1 Giltspur Street

London

EC1A 9DD

T +44 (0)20 7294 2800

F +44 (0)20 7294 2405

enquiry@cityandguilds.com

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

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication.

©2005 The City and Guilds of London Institute. All rights reserved.

City & Guilds is a trademark of the City and Guilds of London Institute.

City & Guilds is a registered charity (number 312832) established to promote education and training.

1 Giltspur Street, London EC1A 9DD Telephone 020 7294 2468

Facsimile 020 7294 2400 E-mail enquiry@cityandguilds.com

Website <http://www.cityandguilds.com>

March 2005