

# Level 4 NVQ in Leadership and Management for Care Services (3078)

## Frequently asked questions

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# 1 Information for learners

## **What is the purpose of this qualification?**

The City & Guilds level 4 NVQ in Leadership and Management for Care Services replaces both the NVQs in Registered Managers (Adults) (3058) and Residential Childcare Managers (3066)

The qualification enables those who manage Care Services to demonstrate their competence to practise safely and their acquisition of specialist skills and Continuous Professional Development (CPD).

## **Who are these qualifications aimed at and what are the entry requirements?**

The qualification is aimed at managers, owners and leaders across a range of health and social care provision for children, adults or older people. This includes those involved in the management of residential or nursing homes, domiciliary or day care services, from public, private or voluntary sectors. They may be managing specialist provision for those with mental health, learning difficulties, sensory and/or physical disabilities at various operational or strategic management levels.

This qualification has been designed for full or part time managers who could be working permanently or temporarily in any one of a range of social care settings, including working with vulnerable adults, children and/or young people.

There are no formal entry requirements; however candidates must to in a work role which will allow them to consistently demonstrate their competence and the application of knowledge at a Level 4.

## **How many units do I need to do in order to complete the qualification?**

Candidates must complete four core units and four optional units from a choice of 27. The complete list of units can be found in the Standards and Assessment Requirements (SAR) for the qualification on the City & Guilds website.

The qualification structure is likely to vary in each of the four UK countries according to specific regulatory or service needs. Please contact your local City & Guilds centre for further advice regarding this. There is also a guidance document relating to this on the City & Guilds website.

## **Are there any tests or exams associated with this qualification?**

As this is a National Vocation Qualification there are no tests or exams involved, however learners are required to produce a portfolio of evidence to meet all the learning outcome requirements. Centres will assist candidates to identify suitable opportunities for gathering this evidence.

## **What progression is available from this qualification?**

Candidates achieving the level 4 NVQ in Leadership and Management for Care Services may want to consider progressing onto higher level qualifications such as:

City & Guilds Professional Diplomas and Certificates in:

- Counselling (4458)
- Inspecting Learning and Disability Services (4466)
- Community Development (4463)

- Community Justice (4446)
- Health and Well-being (4462)
- Learning Disability Services (4456)

ILM qualifications in Management Levels 5 and 6.  
Social Work Degree.

**Where can I find more information on this and other related qualifications?**

You can visit the City & Guilds web site ([www.cityandguilds.com](http://www.cityandguilds.com))

## 2 Information for centres

### How do we gain approval to offer these qualifications?

Centres currently approved to offer the Level 4 NVQ in Registered Managers (3058) and Level 4 NVQ for Managers in Residential Childcare (3066) can apply for fast track approval. Please contact your local City & Guilds Regional Office for further details.

### I need to submit a funding request. What are the QCA/SQA reference numbers?

<i>Award number</i>	<i>QCA reference</i>	<i>Last registration</i>	<i>Last certification</i>
3078-41	500/4105/8	31/12/2010	31/12/2013
3078-91	500/4105/8	31/12/2010	31/12/2013

### What documentation is available for these qualifications?

The following documentation is available on the website:

- Standard and Assessment Requirements
- Guidance on the 4 country qualification requirements
- Qualification structure document
- Level 4 optional units document
- Centre information sheet
- Fast track application form

### Where else can I find more information on these qualifications?

You can visit the Skills for Care and Development web page;

**[www.skillsforcareanddevelopment.org.uk](http://www.skillsforcareanddevelopment.org.uk)** for more information regarding the qualification and signposting.

### What is the length of time for the learner's registration?

Registration lasts for 3 years from the date made or until the certificate end date, whichever is earlier.

### How is the qualification delivered and assessed?

This is a work based NVQ which means learners will be assessed in the workplace performing real work activities. If the manager requires any additional training prior to assessment this can be based on or off site or through a combination of the two.

In addition to observation, there is a range of methods of assessment such as expert witness observation, professional discussion, learner accounts and case studies. Assessors will negotiate the most appropriate methods to ensure all requirements are met. For the full list of assessment methods please refer to the Standards and Assessment Requirements (SAR) document located on the qualification web page.

**Do Assessors and Verifiers need to have the A and V units to assess and verify these qualifications?**

Yes – they are required to hold or be working towards the appropriate qualification (A1 or V1). Achievement of the qualification will need to be within the appropriate timescales in accordance with the requirements of the regulators and awarding bodies.

**Must learners have access to a work setting?**

This qualification has been designed for those working in a leadership and management role for social care services. It is designed for full or part time managers who could be working permanently or temporarily in any one of a range of settings, including working with vulnerable adults, children or young people.

NB This is not an appropriate NVQ for managers and leaders of Early Years services. The Level 4 NVQ in Children’s Care Learning and Development or the Higher Level Qualification in Early Years are appropriate alternatives.

### **3 Setting specific questions**

#### **Which units are most appropriate for those that care for children in various social care settings in England?**

For the purposes of meeting workforce regulation requirements candidates intending to or working in Residential Childcare in England are currently required to achieve the four mandatory units and four optional units of which 2 must be units B6 and B7. B6 is 'Lead and manage provision of care services that promotes the development of children and young people'. B7 is 'Lead and manage group living provision within care services. Those intending to or working in Children's Care Services in England are required to achieve the four mandatory units and four optional units of which one must be B6. For those intending to work in Children's Care Services in England it is required that in addition to the four mandatory units, unit B6 is also undertaken.

Units E5 and E7 in group B are an excluded combination.

#### **Which units are most appropriate for those that care for children in various settings in Wales?**

Managers working in Residential care are required to include units B6 and B7 in their choice of optional units. Other middle managers working in a social care setting are not required to select these units.

NB Centres are strongly advised to regularly check with care service regulator(s) to ensure candidates can be guided towards the most appropriate combination of units.