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Open Awards Level 3 Certificate in Tackling Substance Misuse (RQF)

Certificate (600/5667/8)



QUALIFICATION GUIDE

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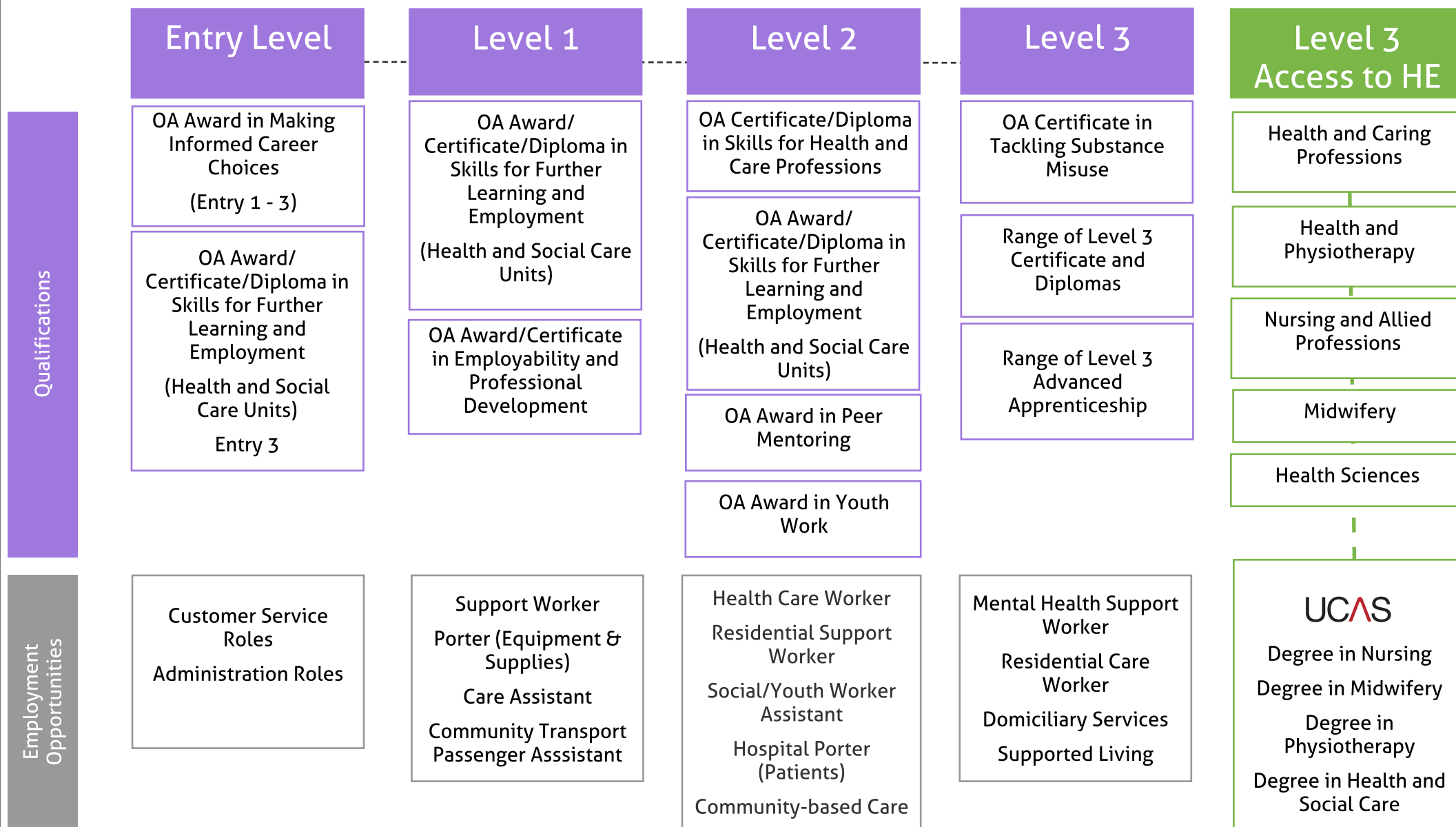
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Pathways to Employment

Health and Social Care



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About the Qualification

Title	Open Awards Level 3 Certificate in Tackling Substance Misuse (RQF)
Qualification Code	600/5667/8
Sector	1.3 Health and Social Care
Level	Three
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	31/01/2019

Ofqual Purpose	C. Prepare for Employment
Ofqual Sub-Purpose	C1. Prepare for employment in a broad occupational area

Rules of Combination	
Certificate	
Credit Value of the Qualification:	15
Minimum Credits to be achieved at the Level of the Qualification:	15
Mandatory Unit Group A:	All 12 credits to be achieved
Optional Units Group B:	A minimum of 3 credits must be achieved

Total Qualification Time/Guided Learning	
Certificate	
Total Qualification Time (hours)	150
Guided Learning (hours)	105

Age Range and Restrictions:	
Pre -16	x
16 – 17	x
18+	✓
Any other restrictions specific to the qualification(s)	None

Any specified entry requirements
There are no age restrictions for working towards this qualification and no specific prior achievements required.

Recommended Assessment Method

The recommended assessment method is a Portfolio of evidence.

Candidates must provide sufficient evidence that they have the required knowledge, skills and understanding of the assessment criteria and that it is their own work. Types of evidence could include:

- a) Observation of performance
- b) Questioning (written or oral)
- c) Practical Activities
- d) Photographs/videos
- e) Personal statements
- f) Project work
- g) Witness testimonies
- h) Group discussion
- i) Recognition of Prior Learning

Assessment practices must reflect [the Equality and Diversity Policy](#) of Open Awards. Reasonable adjustments may be required for individual learners to enable them to undertake assessments fairly.

Please see our [Access to Fair Assessment Policy](#), which includes our Reasonable Adjustments guidance, for applying for Access to Fair Assessment .

Purpose Statement



Open Awards Level 3 Certificate in Tackling Substance Misuse (RQF)

The primary purpose of the Open Awards Level 3 Certificate in Tackling Substance Misuse all is to prepare you to either assist those struggling with alcohol/drugs in employment or in a voluntary role, or progress onto further learning in this subject area.



Who is it for?

The Level 3 Certificate in Tackling Substance Misuse is appropriate for anyone who wants to learn more about the difficulties facing those who are struggling with drug/alcohol problems.

This qualification will also contribute to the professional development of those engaged within the sector such as; Specialist drug and alcohol workers, social workers, youth workers, teachers, prison officers and probation officers.



What does this qualification cover?

To achieve the Level 3 Certificate, you will need to complete 15 credits and commit to approximately 150 hours of learning.

You will complete 2 Mandatory units: Assessment, Planning and Care for Substance Misuse Practitioners and Principles of Tackling Substance Misuse. These units will equip you with underpinning knowledge to be able to better understand the scope of substance misuse and its wide reaching effects both on the individual and society as a whole.

You will then have a choice of optional units including for example:

- Providing Harm Minimising Support to Substance Users
- Education Others about Substances and Their effects
- Brief Interventions for Substance Misuse Practitioners
- Dual Diagnosis for Substance Misuse Practitioners



What are the Entry Requirements?

The minimum age for access to the qualification is 18. However, you are expected to have some experience or knowledge of working with those struggling with substance misuse and show a commitment to professional development.



What are the Progression Opportunities?

Achievement of the qualifications will enable you find a level-appropriate job in this sector or continue onto further study. It could also help you obtain a voluntary position in a related sector.

This qualification can also be used to improve your personal development and learning if you are in, or working towards, an occupation where this knowledge would be beneficial.



What are the Assessment Methods?

You will be required to complete a portfolio of evidence and must provide sufficient evidence that you have the required knowledge, skills and understanding of the assessment criteria. Evidence, within your portfolio of assessment, may include:

- Assignments or projects
- Observations of practice
- Professional discussions
- Witness testimonies



Who supports this qualification?

This qualification was developed in collaboration with experts and practitioners from a range of organisations.

Qualification Units

Open Awards Level 3 Certificate in Tackling Substance Misuse (RQF)

Mandatory Units - Group A

QAC Code	Unit Name	Credits	Level
H/506/9900	Assessment, Planning and Care for Substance Misuse Practitioners	6	Level Three
A/506/9899	Principles of Tackling Substance Misuse	6	Level Three

Optional Units - Group B

QAC Code	Unit Name	Credits	Level
T/506/9819	Brief Interventions for Substance Misuse Practitioners	3	Level Three
T/506/9822	Dual Diagnosis for Substance Misuse Practitioners	3	Level Three
K/506/9820	Educating Others About Substances and Their Effects	3	Level Three
Y/506/9814	Managing Individuals and Teams Working with Substance Users	3	Level Three
L/506/9812	Managing Substance Misuse Services	3	Level Three
J/506/9808	Providing Detoxification and Prescribing Services for Substance Users	3	Level Three
M/506/9897	Providing Harm Minimisation Support to Substance Users	3	Level Three
T/506/9898	Providing Support and After Care Services for Substance Users	3	Level Three

Delivering this Qualification

Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, [click here](#) or contact the team on 0151 494 2072

Already Recognised? How to Deliver

If you are already a recognised Open Awards centre, you can deliver this qualification by completing a [New Qualification Notification Form](#) via the Open Awards portal. For more information, see the [Centre Handbook](#), or contact the team on 0151 494 2072.

Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.

Full year long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via the Open Awards portal. More information can be found in our [Centre Handbook](#).

Quality Assurance

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Please [see our website](#) for more information.

Centre Staff Requirements

It is expected that centres will have occupationally competent staff with relevant sector experience for their role in the delivery of the units/qualifications being offered.

Centres are responsible for ensuring that their staff are occupationally competent and have access to appropriate training and support. They are also responsible for notifying Open Awards of staff changes.

Assessment

Open Awards units and qualifications have been designed around the principle that the learner will build evidence towards the achievement of the assessment criteria over a period of time.

Each learner is required to build a portfolio of evidence to demonstrate that all the assessment criteria associated with each unit has been met.

Tutors and Assessors need to ensure that all evidence presented in a portfolio is:

Valid: it should be clearly demonstrating the knowledge or skills that are set out in the assessment criteria. It should be clearly the work of the learner.

Reliable: which means that it will in general, produce the same range of responses from learners, as long as they are used in similar circumstances and with similar groups of learners.

Inclusive: so that no individual learner is excluded from the opportunity to show their achievement because of their individual background or experience.

Assessors are required to review and assess all learner evidence and must be satisfied that learners have achieved all learning outcomes and assessment criteria relating to the unit being

assessed prior to deciding the learner has completed the unit. Assessors will also ensure that the evidence produced by the learner is their own work.

Assessors retain records (e.g. Feedback Sheets, Individual Progress Record, Group Progress Record) on behalf of the centre which are made available and used by the centre's internal verifier / AIV and Open Awards Quality Reviewer / External Verifier.

Verification and Standardisation

Verification is the process by which assessment decisions are confirmed. Centres delivering this qualification have a responsibility to conduct internal verification led by a trained internal verifier.

Centre approval compliance monitoring and External verification is carried out by Open Awards Quality Reviewers/External Verifiers who will confirm that the centre is assessing to standard and ensure that there are robust quality assurance systems embedded.

Further guidance on Internal Verification and Training Support for centres can be found on [our website](#)

Centres are required to contribute to national standardisation as requested by Open Awards and also to carry out appropriate internal standardisation. Open Awards offers Standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on [our website](#)

Internal standardisation involves ensuring that, where there is more than one tutor/assessor delivering Open Awards provision or more than one site, internally set tasks and the outcomes of internal assessment are consistent across the range of courses.

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment (leading to the award of credit) that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. RPL enables recognition of achievement from a range of achievements and experiences whether at work, home and at leisure and is acceptable for accrediting a unit, units or a whole qualification. Evidence of learning must be sufficient, reliable and valid.

Credit based qualifications enable learners to avoid duplication of learning and assessment through equivalences or exemptions. It is the responsibility of the centre to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external verification by the Open Awards Quality Reviewer for the centre. For more information, please see our [Recognition of Prior Learning Policy](#).

Health and Safety

Due to the practical requirements of some of the units within this qualification, centres must ensure that appropriate risk assessments are in place for both the activities and individual learners to ensure the learners and staff safety throughout the course. As part of this, centres must ensure that learners and staff have access to appropriate clothing and personal protective equipment (PPE).

Appendices and Links

Appendix Name
Glossary of Terms
Malpractice and Maladministration Policy
Sanctions Policy
Standardisation Policy
Marketing Your Open Awards Course
Centre Handbook
Recognition of Prior Learning Policy and Procedures
Plagiarism Policy
Invoicing Policy
Equality and Diversity Policy
Customer Service Statement
Complaints Policy and Procedures
Enquiries and Appeals Policy and Procedures
Access to Fair Assessment Policy
Report of Suspected Malpractice (M1 Form)

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Open Awards
17 De Havilland Drive,
Estuary Commerce Park
Speke
Liverpool
L24 8N
0151 494 2072

info@openawards.org.uk
www.openawards.org.uk
[@openawards](https://twitter.com/openawards)