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Open Awards Level 2 Certificate and Diploma in Skills for Health and Care Professions (RQF)

Certificate (603/2320/6)

Diploma (601/7563/1)



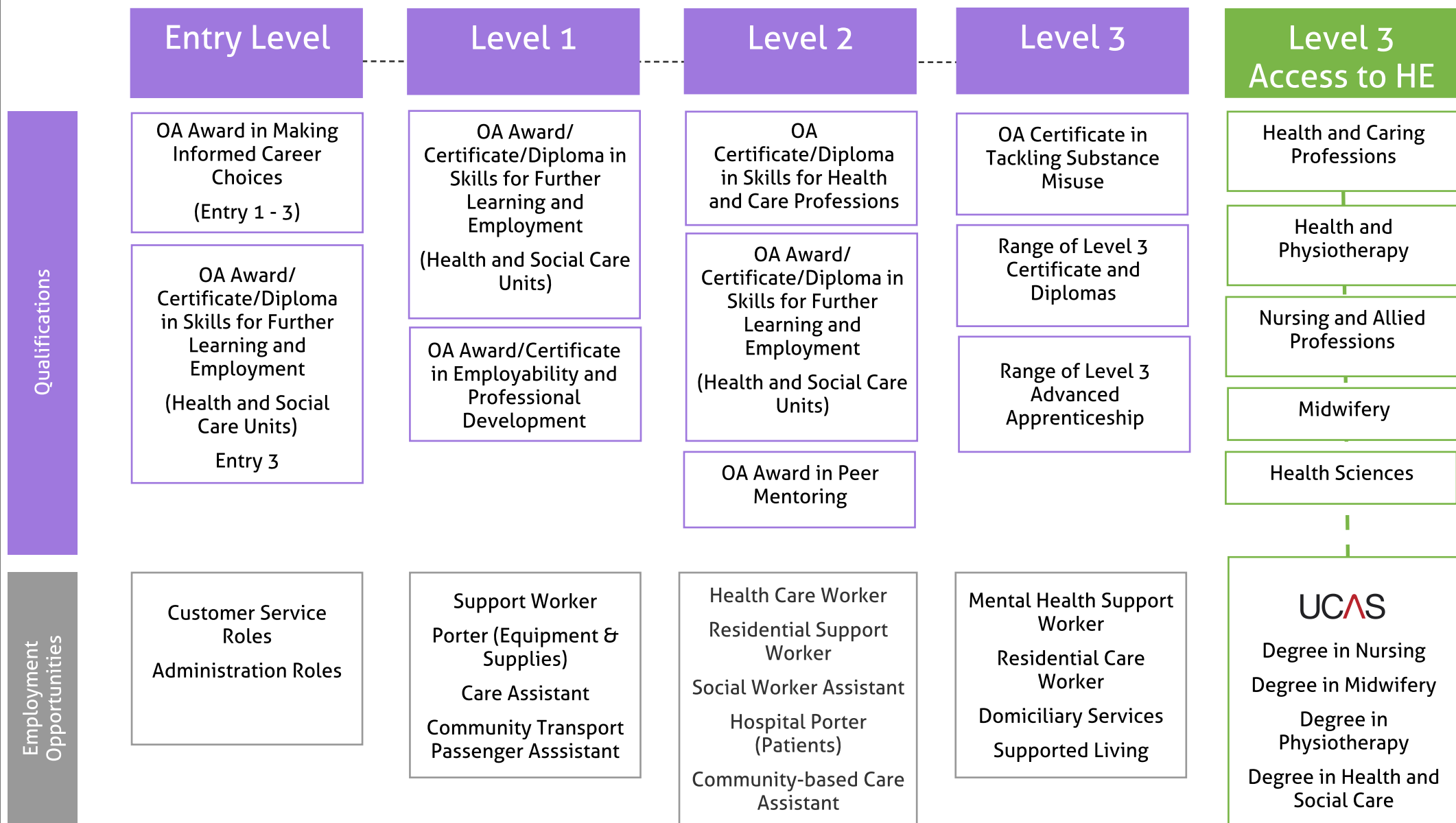
QUALIFICATION GUIDE

Contents

Sector Pathway	3
About the Qualification	4
Purpose Statement	7
Qualification Units	9
Delivering this Qualification	14
Appendices and Links	16

Pathways to Employment

Health and Social Care



About the Qualification

Title	Open Awards Level 2 Certificate and Diploma in Skills for Health and Care Professions (RQF)
QAN	Certificate – 603/2320/6 Diploma - 601/7563/1
Sector	1.3 Health and Social Care
Level	Two
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	30/06/2020

Ofqual Purpose	B. Prepare for further learning or training and/or develop knowledge and/or skills in a subject area
Ofqual Sub-Purpose	B1. Prepare for further learning or training

Rules of Combination	
Certificate	
Credit Value of the Qualification:	16
Minimum Credits to be achieved at the Level of the Qualification:	16
Mandatory Unit Group A:	6 credits to be achieved
Optional Unit Group B:	Minimum of 3 credits to be achieved
For the Non-Endorsed Qualification Pathway Groups: PA1, PA2, PA3	A minimum of 7 credits to be achieved from any combination of units from Pathway Groups: 1, 2, 3 A minimum of 2 Pathway Groups must be chosen
For the Endorsed Pathway Qualification Pathway Groups: PA1, PA2, PA3	A minimum of 7 credits to be achieved from one of the Pathway Groups: 1, 2, 3
Diploma	
Credit Value of the Qualification:	37
Minimum Credits to be achieved at the Level of the Qualification:	37
Mandatory Unit Group A:	6 credits to be achieved
Optional Unit Group B:	Minimum of 7 credits to be achieved

<p>For the Non-Endorsed Qualification</p> <p>Pathway Groups: PA1, PA2, PA3</p>	<p>A minimum of 24 credits to be achieved from any combination of units from Pathway Groups: 1, 2, 3</p> <p>A minimum of 2 Pathway Groups must be chosen</p>
<p>For the Endorsed Pathway Qualification</p> <p>Pathway Groups: PA1, PA2, PA3</p>	<p>A minimum of 24 credits to be achieved from one of the Pathway Groups: 1, 2, 3</p>

Total Qualification Time/Guided Learning		
	Certificate	Diploma
Total Qualification Time (hours)	160	370
Guided Learning (hours)	125	288

Age Range and Restrictions:	
Pre -16	✓
16 – 18	✓
19+	✓
Any other restrictions specific to the qualification(s)	None

Any specified entry requirements
<p>There are no age restrictions for working towards this qualification and no specific prior achievements required. However, evidence of achievement at level 1 may be an advantage. There are no restrictions on learner entry and it may be studied alongside other vocational qualifications.</p>

Recommended Assessment Method
<p>The recommended assessment method is a Portfolio of evidence.</p> <p>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:</p> <ol style="list-style-type: none"> 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 2 Certificate and Diploma in Skills for Health and Care Professions (RQF)

The primary purpose of this qualification is to support you to progress to the next level of vocational learning including Further Education. It could also support your entry to employment or support your development within employment. The qualification was designed to provide you with an in-depth understanding across all areas or one chosen specialist area of the health and care sector. The combination of vocational and generic units and the option to experience several areas within the sector will support you to develop a strong foundation that will enable progress to higher level learning and/or employment. For those already in employment, this qualification will contribute to your continued personal development and improved confidence and productivity in the workplace.



Who is it for?

- Learners who are aspiring to work effectively in a health and care setting.
- Learners who are aiming to progress to a Level 3 qualification, including Access to Higher Education



What does this qualification cover?

To achieve the Certificate, you will need to complete 16 credits and commit to 160 hours of learning. To achieve the Diploma, you will need to complete 37 credits and commit to 370 hours of learning.

You have the choice of completing the qualifications in one of two ways:

1. **Endorsed** Pathway. This pathway requires you to complete the mandatory unit, a selection of generic optional units and units from **one** of the specialist pathways (Health, Social Care, Child Care and Wellbeing)
2. **Non-Endorsed** Pathway. This pathway requires you to complete the mandatory unit, a selection of generic optional units and units from a **minimum of two** of the specialist pathways (Health, Social Care, Child Care and Wellbeing).

For both pathway routes, you will be required to complete a mandatory unit 'Health Care Practice' and a choice of generic optional units, including:

- Communication in the Workplace
- Protection and Safeguarding
- Mentor Skills
- Solving Problems in the Workplace



What are the Entry Requirements?

There are no age restrictions for working towards this qualification and no specific prior achievements required. However, evidence of achievement at level 1 may be an advantage. There are no restrictions on learner entry and it may be studied alongside other vocational qualifications.



What are the Progression Opportunities?

This qualification provides a mechanism for you to recognise and develop your skills and establish personal, learning and employment goals.

You may choose to progress onto a higher level employability qualification, including:

- Level 3 Access to Higher Education Diploma – Social Work and Social Studies
- Level 3 Access to Higher Education Diploma – Health and Care Professions
- Advanced Apprenticeships in Health and Social Care
- Level 3 Diploma in Health and Social Care
- Level 3 Certificate in Preparing to Work in Adult Social Care
- Level 3 Diploma for Children’s Care, Learning and Development

Alternatively, you may choose to seek employment in one of many varied occupational areas. For example:

- Health Care Assistant
- School Lunchtime Supervisor
- Residential Support Worker
- Social Work Assistant
- Hospital Porter

What are the Assessment Methods?

You will be required to complete a portfolio of evidence to achieve this qualification. Types of evidence included in your portfolio could include:

- Observation of performance
- Assessments
- Videos/photographs
- Reflective journals
- Questions/answers
- Worksheets
- Recorded discussions with your tutor



Who supports this qualification?

This qualification was developed with and is supported by training providers and Further Education Colleges, including The Manchester College, St Helen’s College, Transformation Academy Trust and Holistic Partnership Ltd.



Qualification Units

(A) Mandatory Unit Group A

QAC Code	Unit Name	Credits	Level
F/615/9100	Health Care Practice	6	Level Two

(B) Generic Optional Unit Group B

QAC Code	Unit Name	Credits	Level
L/615/9147	Alcohol Awareness	3	Level Two
K/507/6704	Applying Counselling Skills	6	Level Two
H/615/9154	Assertiveness and Decision Making	3	Level Two
K/615/9107	Career Planning	3	Level Two
M/507/6705	Cleaning, Decontamination and Waste Management	2	Level Two
L/504/5168	Communication in Teamwork	1	Level Two
T/615/9112	Communication in the Workplace	2	Level Two
J/615/9146	Conflict Resolution	3	Level Two
A/507/6707	Counselling: Skills for the Workplace	6	Level Two
M/615/9142	Critical Thinking	2	Level Two
M/615/9108	Customer Service	3	Level Two
D/615/9136	Dealing with Bullying	2	Level Two
A/615/9113	Decision Making Skills	1	Level Two
K/615/9155	Developing Meeting Skills	2	Level Two
F/507/6708	Developing Personal Safety and Security Skills	2	Level Two
T/615/9160	Disability, Society and the Law	3	Level Two
A/615/9158	Diversity in Society	3	Level Two
A/615/9144	Drug Awareness	3	Level Two
R/615/9120	Health, Safety and First Aid at Work	3	Level Two
J/507/6709	Introduction to Counselling	3	Level Two
R/615/9134	Investigating a Career	3	Level Two
T/615/9126	Issues of Substance Misuse	1	Level Two
R/615/9117	Leadership and Teamwork	3	Level Two
M/615/9139	Lesbian, Gay, Bisexual and Transgender Awareness	3	Level Two
R/615/9151	Mediation	3	Level Two
Y/615/9149	Mentoring	1	Level Two
L/615/9150	Mentoring Practice	2	Level Two
R/506/3574	Mentoring Skills	3	Level Two
M/615/9156	Negotiation Skills	3	Level Two
T/615/9143	Personal Study Skills	4	Level Two
F/615/9145	Practical Presentation Skills	3	Level Two
L/615/9102	Prejudice and Discrimination	3	Level Two
A/507/6710	Principles of Dignity in Adult Health and Social Care	5	Level Two

	Practice		
H/615/9140	Protection and Safeguarding	3	Level Two
J/615/9115	Referencing Skills	1	Level Two
T/615/9157	Report Writing	1	Level Two
J/615/9132	Research Skills	3	Level Two
Y/615/9152	Research Skills and Practice	1	Level Two
R/507/5224	Resilience Skills	2	Level Two
D/615/9153	Sex and Relationships Education	3	Level Two
M/506/3582	Signposting and Referral - Information, Advice and Guidance	3	Level Two
F/615/9114	Solving Problems in the Workplace	3	Level Two
L/615/9116	Stress and Stress Management Techniques	3	Level Two
K/615/9124	Summarising Documents	1	Level Two
H/615/9137	Teamwork Skills	3	Level Two
K/615/9141	Understanding Change in the Workplace	1	Level Two
J/615/9129	Understanding Discrimination	3	Level Two
R/507/6714	Understanding Emotional Resilience	1	Level Two
L/507/6744	Understanding Equality and Diversity	1	Level Two
H/506/5653	Understanding Equal Opportunities	3	Level Two
K/615/9110	Understanding Family Relationships	3	Level Two
R/615/9148	Understanding Structures in the Workplace	3	Level Two
A/615/9161	Understand Employment Responsibilities and Rights in Health, Social Care or Children and Young People's Settings	3	Level Two
H/506/3451	Understand Routine Spoken English in Familiar Everyday Work Situations	5	Level Two
D/506/3545	Understand the Safe, Sensible and Social Use of Alcohol	3	Level Two
D/615/9105	Undertaking Professional Development	3	Level Two
D/615/9119	Using ICT in the Workplace	3	Level Two
Y/507/6715	Working with Dignity in Health and Social Care	3	Level Two
R/506/3560	Writing Persuasive Text	1	Level Two
J/506/3555	Writing to Convey Information	2	Level Two

(PA1) Health Unit Group

QAC Code	Unit Name	Credits	Level
R/615/9179	Ageing and the Older Person	3	Level Two
H/507/6703	Anatomy and Physiology for Health and Social Care	10	Level Two
D/507/6716	Applied Health Improvement	4	Level Two
H/507/6717	Approaches to Mental Health	3	Level Two
K/507/6718	Arthritis Awareness	3	Level Two
H/507/6720	Attention Deficit Hyperactivity Disorder - ADHD	3	Level Two

K/507/6721	Autistic Spectrum Disorder	3	Level Two
M/615/9187	Barriers to Health	1	Level Two
M/507/6722	Basic Awareness of Diabetes	2	Level Two
F/507/6739	Communication and Dementia	1	Level Two
A/507/6724	Diet Advice in Lifestyle and Weight Management	2	Level Two
K/615/9169	Eating Disorders	1	Level Two
F/507/6725	Health Psychology	3	Level Two
A/615/9189	Healthy Living	3	Level Two
J/507/6726	Human Health and Disease	3	Level Two
T/507/6740	Identifying Dementia	1	Level Two
L/507/6727	Infection Prevention and Control in Health and Social Care or Children and Young People's Settings	3	Level Two
Y/507/6729	Introduction to Autism	4	Level Two
R/507/6776	Introduction to Learning Disability	1	Level Two
L/507/6730	Nutrition and Weight Management	6	Level Two
R/507/6731	Physiology and Exercise	6	Level Two
F/507/6711	Psychology	3	Level Two
Y/507/6732	Social Psychology	3	Level Two
D/507/6733	The Principles of Infection Prevention and Control	3	Level Two
H/507/6734	The Sociology of Health	3	Level Two
F/507/6742	Understand how to Provide Support to Manage Pain and Discomfort	2	Level Two
A/507/6738	Understanding Dementia	1	Level Two
J/615/9177	Understanding Depression	2	Level Two
R/507/6745	Understanding Mental Health and Wellbeing	2	Level Two
Y/507/6746	Understanding Mental Health Problems	3	Level Two
T/507/6737	Understanding the Dangers of Using Legal Highs	2	Level Two
J/615/9180	Understanding the Effects of a Medical Condition on a Patient	3	Level Two
J/508/4647	Understand Physical Disability	2	Level Two
M/507/6736	Understand the Impact of Acquired Brain Injury on Individuals	3	Level Two

(PA2) Childcare and Wellbeing Unit Group

QAC Code	Unit Name	Credits	Level
D/615/9198	Caring for Babies under Twelve Months	3	Level Two
H/507/6748	Changing Roles and Responsibilities in Adolescence	3	Level Two
Y/615/9202	Child Protection	3	Level Two
L/615/9195	Children's Social and Emotional Development	3	Level Two
H/615/9199	Cognitive Development of Children	3	Level Two
K/507/6749	Contribute to Children and Young People's Health and Safety	3	Level Two

J/506/3460	Contribute to the Support of Positive Environments for Children and Young People	3	Level Two
H/507/6751	Dealing with Challenging Behaviour within Peer Activities	1	Level Two
K/507/6752	Demystifying Child Sexual Exploitation	1	Level Two
J/615/9194	Food and Nutrition for Children	3	Level Two
M/507/6753	Impact of Childhood Sexual Abuse	1	Level Two
A/615/9192	Meeting the Physical Needs of Children	3	Level Two
R/507/6759	Support Children and Young People with Disabilities and Special Educational Needs	4	Level Two
J/507/6757	Support the Protection of Children and Vulnerable People from Gambling Related Harm	4	Level Two
F/615/9193	The Importance of Play	3	Level Two
L/615/9200	The Intellectual and Language Development of Children	3	Level Two
R/615/9201	The Physical Development of Children	3	Level Two
H/615/9204	The Principles of Listening to Children	3	Level Two
J/507/6760	The Role of the Domestic and Sexual Abuse/Violence Practitioner	6	Level Two
L/506/3458	Understanding Children's Social and Emotional Development	3	Level Two
L/507/6761	Understanding Cyberbullying	1	Level Two
M/615/9206	Understanding How Children Learn	3	Level Two
R/507/6762	Understand Partnership Working in Services for Children and Young People	2	Level Two
A/615/9208	Understanding the Risks of Cyberbullying	3	Level Two

(PA3) Social Care Unit Group

QAC Code	Unit Name	Credits	Level
D/507/6764	Care Planning in End of Life Care	2	Level Two
L/615/9214	Care Planning Skills for the Care Worker	6	Level Two
T/507/6723	Communication and Social Interaction in Individuals with Autism	3	Level Two
L/507/6775	Developing Communication Skills in a Learning Disability Setting	3	Level Two
R/506/3543	Developing Skills to Provide Personal Care in Care Settings	3	Level Two
R/615/9215	Domestic Abuse Awareness	2	Level Two
D/615/9217	Health Promotion in Care Settings	3	Level Two
D/507/6747	Induction in Safer Moving and Handling of People in a Care Setting	1	Level Two
J/615/9213	Introduction to Duty of Care in Health, Social Care or Children's and Young People's Settings	1	Level Two
H/507/4448	Introduction to Training for Travel Trainer	3	Level Two

M/506/3419	Principles of Communication in Adult Social Care Settings	2	Level Two
H/506/3417	Principles of Diversity, Equality and Inclusion in Adult Social Care	2	Level Two
Y/506/3544	Principles of Personal Development in Adult Social Care Settings	2	Level Two
A/615/9211	Providing Personal Care to Support Individuals to Eat and Drink	3	Level Two
H/507/6765	Support Families of Individuals with Acquired Brain Injury	3	Level Two
T/507/6771	Support Individuals to Meet Personal Care Needs	2	Level Two
A/507/6772	Therapeutic Approaches for Activity Provision in Social Care	2	Level Two
J/507/6774	Understanding Challenging Behaviour in a Learning Disability Setting	3	Level Two

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. For this qualification, staff involved in the delivery of this qualification are expected to have, as a minimum, a Level 3 qualification in a related subject.

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](#).

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](#)