



**Open Awards Level 4 Certificate and Diploma in
Mental Health Aware
Leadership (RQF)**

Ofqual

Certificate: 603/5916/X

Diploma: 610/3376/5

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Version Control

v1.0	December 2023 - The qualification units have been updated in accordance with DfE requirements. Diploma added (new qualification).
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About the Qualification

Title	Open Awards Level 4 Certificate in Mental Health Aware Leadership (RQF) Open Awards Level 4 Diploma in Mental Health Aware Leadership (RQF)
Qualification Accreditation Numbers	Certificate: 603/5916/X Diploma: 610/3376/5
Sector	1 - Health, Public Services and Social Care
Level	Four
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	31/07/2028

Purpose	Updating and continuing professional development (CPD)
Sub-Purpose	Develop knowledge and/or skills relevant to a particular specialism within an occupation or set of occupations

Optional Achievement Routes

This qualification is achieved by completing an optional unit that specialises in a specific setting:

- Education
- Education Mental Health Lead
- Service Provider
- Workplace

This chosen pathway will appear on the qualification certificate in brackets after the title e.g. Open Awards Level 4 Certificate in Mental Health Aware Leadership (Education) (RQF).

Total Qualification Time/Guided Learning (Certificate)

Total Qualification Time (hours)	200
Guided Learning (hours)	125-150

Total Qualification Time/Guided Learning (Diploma)

Total Qualification Time (hours)	410
Guided Learning (hours)	185

Age Range and Restrictions	
Pre -16	x
16 – 18	x
18+	x
19+	✓

Any Specified Entry Requirements

Learners require experience of working within the appropriate setting e.g. education; service provider; or a workplace and will need to be in a leadership role suitable to the assessment criteria covered. Due to the level of the qualification and the evidence requirements, a level 2 English qualification (or equivalent demonstrable skills) would be advantageous.

Recommended Assessment Method Summary

Learners will be required to complete a portfolio of evidence set and marked by the education provider and externally quality assured by Open Awards.

Learners 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) Written Assignments
- b) Questioning (written or oral)
- c) Practical Activities
- d) Personal statements
- e) Project work
- f) Witness testimonies
- g) Group discussion
- h) Recognition of Prior Learning

Assessment practices must reflect the Equality and Diversity Policy of Open Awards.

Recommended Delivery Method

Open Awards has worked in partnership with The Root of It group to develop resources for this qualification. Their training packages have been externally quality assured by Open Awards to ensure they meet the full requirements of the qualification.

Providers wanting to deliver this qualification can choose to either work with The Root of It, using their training resources, or to develop their own training resources and materials to deliver the qualification.

Support for the Qualification

Open Awards have worked in partnership with The Root of It, a specialist Learning Provider in areas of Mental Health and Therapy.



This qualification was developed in partnership with the Root of It's [Mental Health Awareness Programme](#) who have produced training materials and resources to support its delivery. Their delivery programme and associated assessment plan has been externally quality assured by Open Awards to ensure it meets the full requirements of the qualification.

Founded in 2018, the Mental Health Awareness Programme is the only mental health training provider devoted to developing leadership approaches to ensure that organisations are truly mental health aware at all levels. Organisations who have developed their staff at all levels are able to apply for their accreditation the Mental Health Tick – for organisations who can evidence that mental health is not just a ticked box.

Open Awards and The Mental Health Awareness Programme

The Mental Health Awareness Programme has gone through a centre approval process with Open Awards to be approved to deliver this qualification.

Centres wanting to deliver this qualification can choose to either work with The Root of It, using their training resources, or to develop their own training resources and materials and apply to be approved by Open Awards.

External quality assurance of the delivery, assessment and award of qualifications remains the responsibility of Open Awards.

For more information about how The Mental Health Awareness Programme can support the delivery of these qualifications, please contact them on info@rootofit.com or +442381120010.

Centres already registered with Open Awards are able to be easily registered to deliver the Mental Health Awareness Programme. Please see <https://mentalhealthawarenessprogramme.com> for more information on working in partnership with them and to view their delivery requirements.

Qualification Structure

Open Awards Level 4 Certificate in Mental Health Aware Leadership

Rules of Combination

Credit Value of the Qualification:	20
Minimum Credits to be achieved at the Level of the Qualification:	20
Mandatory Units A:	16
Endorsed Optional Group B: (Learners Choose 1 Pathway and this is added to the title of the qualification)	4

Qualification Units

Mandatory Units (all units must be achieved for the learner to be awarded the qualification).

Unit Reference Number	Unit Name	Credits	Level
R/618/1358	Recognising Common Mental Health Difficulties in Others	4	Level Four
L/618/1357	Researching a Mental Health Leadership Topic	4	Level Four
J/618/1356	Supporting Wellbeing in Own Organisation	4	Level Four
F/618/1355	The Role of a Leader in Contributing Towards the Mental Health of Others	4	Level Four

Endorsed Optional Group B (learners choose 1 pathway and this is added to the title of the qualification).

Unit Reference Number	Unit Name	Credits	Level
L/618/1360	Meeting the Responsibilities Placed on a Service Provider	4	Four
Y/618/1359	Meeting the Responsibilities Placed on a Workplace	4	Four
T/618/8156	Meeting the Responsibilities Placed on an Education Mental Health Lead	4	Four
M/618/8155	Meeting the Responsibilities Placed on an Educational Leader	4	Four

Open Awards Level 4 Diploma in Mental Health Aware Leadership

Rules of Combination

Credit Value of the Qualification:	40
Minimum Credits to be achieved at the Level of the Qualification:	40
Mandatory Units A:	28
Endorsed Optional Group B: (Learners Choose 1 Pathway and this is added to the title of the qualification)	3
Optional Group C	9

Qualification Units

Mandatory Units (all units must be achieved for the learner to be awarded the qualification).

Unit Reference Number	Unit Name	Credits	Level
R/618/1358	Recognising Common Mental Health Difficulties in Others	4	Level Four
L/618/1357	Researching a Mental Health Leadership Topic	4	Level Four
J/618/1356	Supporting Wellbeing in Own Organisation	4	Level Four
F/618/1355	The Role of a Leader in Contributing Towards the Mental Health of Others	4	Level Four
D/650/8884	Implementing a Mental Health Strategy	12	Level Four

Endorsed Optional Group B (learners choose 1 Pathway and this is added to the title of the qualification).

Unit Reference Number	Unit Name	Credits	Level
L/618/1360	Meeting the Responsibilities Placed on a Service Provider	4	Four
Y/618/1359	Meeting the Responsibilities Placed on a Workplace	4	Four
T/618/8156	Meeting the Responsibilities Placed on an Education Mental Health Lead	4	Four
M/618/8155	Meeting the Responsibilities Placed on an Educational Leader	4	Four

Optional Group C (learners must select three of the five optional units).

Unit Reference Number	Unit Name	Credits	Level
L/650/8889	Monitoring and Reporting a Mental Health Strategy	3	Four
H/650/8886	Understanding Staff Wellbeing	3	Four
J/650/8887	Using a Cross-Curriculum Approach	3	Four
F/650/8885	Working with Pupils, Families and Communities on a Mental Health Strategy	3	Four
K/650/8888	Writing a Mental Health Action Plan	3	Four

Delivering this Qualification

Becoming a Provider

To deliver this qualification you must be a recognised Open Awards Provider. For more information, head to our [website](#) or contact the team on 0151 494 2072.

How to Deliver

To request to deliver this qualification, please see page 15. Then login to [the Portal](#) and then click on 'Tracking' and 'Initiate a Workflow'. You will then need to select 'Apply to Deliver Regulated Qualification(s)'.

For support with this process, please see the following document in the Portal 'Provider Portal Guidance – Qualification Approval' or contact the team on customerservices@openawards.org.uk or 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.
Long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via [the Portal](#).

Quality Assurance and Standardisation

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.

Provider Staff Requirements

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

For the delivery and assessment of this qualification, it is expected that staff have a qualification at the level or higher in a related subject or to be able to demonstrate recent and relevant experience of working within this field; and have up-to-date working knowledge and experience of best practice in assessment and quality assurance.

Providers 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 clearly demonstrate the knowledge or skills that are set out in the assessment criteria. It should also clearly be the work of the learner.

Reliable: 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 Provider which are made available and used by the Provider's Internal Quality Assurer and Open Awards' Quality Assurance Team.

Training and support

Open Awards offers a variety of training and support to Providers. Our online training and support is free of charge and can be accessed on the following link [ehttps://oallearn.org.uk/shop](https://oallearn.org.uk/shop). An everlasting coupon (PLUC code) will be issued to each Provider to gain free access to these resources.

Internal Quality Assurance (IQA)

All Providers delivering Open Awards provision must operate rigorous internal quality assurance systems. A Provider must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

Internal Quality Assurers must have some Mental Health Leadership, and be qualified to Level 5, with a minimum of 2 years experience

External Quality Assurance (EQA)

Provider approval compliance monitoring and external quality assurance is carried out by Open Awards' Quality Assurance Team/External Quality Assurers who will confirm that the Provider is assessing to standard and ensure that there are robust quality assurance systems embedded. Please refer to Internal and External Quality Assurance within the [Provider Handbook](#).

Standardisation

Providers are required to contribute to national standardisation as requested by Open Awards. 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.

For further guidance on Quality Assurance and Standardisation, please refer to the [Provider Handbook](#).

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment 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. Evidence of learning must be sufficient, reliable and valid.

It is the responsibility of the Provider 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 quality assurance by the Open Awards Quality Assurance Team.

For more information, please see our Recognition of Prior Learning Policy found on [the Portal](#).

Appendices and Links

The following documents can be viewed on the Open Awards [website](#):

1. Provider Handbook
2. Enquiries, Complaints and Appeals Policy
3. Equality and Diversity Policy
4. Invoicing Policy
5. Privacy Policy

Further supporting information can be found on the Open Awards Portal.

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