

Qualification Specification

Focus Awards Level 3 Certificate in Preparing
to Work in Adult Social Care (RQF)

601/7450/X



Silicon House, Farfield Park Manvers, Rotherham S63 5DB

T: 0333 3447 388 E: info@focusawards.org.uk

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Qualification Details

QRN: 601/7450/X

Credit: 21

GLH: 190

TQT: 210

Qualification Purpose

The Focus Awards Level 3 Certificate in Preparing to Work in Adult Social Care (RQF) is aimed at learners working in a health and social care role and those looking towards a career in this sector in a supervised job role.

The Focus Awards Level 3 Certificate in Preparing to Work in Adult Social Care (RQF) is aimed at developing learners knowledge and understanding of the following areas relating to working in adult social care:

- Communication
- Duty of care
- Equality, diversity and inclusion
- Handling information
- Health and safety
- Personal development
- Person centred approaches
- Role of the social care worker
- Safeguarding

Learner Entry Requirements

Learners should be competent in literacy and numeracy to help with elements of communication. This is at the discretion of the centre as they may decide to use diagnostic testing methods to ascertain how they can support learners.

Age Ranges

Learners should be 16 (minimum) to undertake this qualification.

Geographical Coverage

This qualification is available in England and Northern Ireland.

Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards 'Reasonable Adjustments and Special Considerations Policy'.

Assessment Methods

The Focus Awards Level 3 Certificate in Preparing to Work in Adult Social Care (RQF) is **internally assessed**.

Each learner is required to create a portfolio of evidence which demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include;

- Observed work
- Witness statements
- Audio- visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies

All evidence must be cross referenced to unit outcomes, simulation is not allowed in all units.

Progression Routes

Learners wishing to progress from this qualification can undertake the following qualifications:

Level 4 Certificate in Management for Health and Social Care

Useful websites and supporting materials

- www.focusawards.org.uk/supportingmaterials
- www.skillsforcare.org.uk
- ofqual.gov.uk

National Occupational Standards

Focus Awards has mapped to NOS where they exist.

Qualification Structure/Rules of Combination

Learners must achieve **the following 9 mandatory units** totalling **21 credits**.

Unit Title	Unit Ref	Level	GLH	Credit
Mandatory				
Understand how to handle information in social care settings	D/602/3119	3	9	1
Understand health and safety in social care settings	L/602/3178	3	49	5
Principles of Diversity, equality and inclusion in adult social care settings	M/602/3044	3	19	2
Principles of communication in adult social care settings	R/602/2906	3	17	2
Principles of personal development in adult social care settings	R/602/3036	3	19	2
Understand person-centred approaches in adult social care settings	R/602/3182	3	37	4
Principles of safeguarding and protection in health and social care	A/601/8574	2	26	3
Principles for implementing duty of care in health, social care or children's and young people's settings	R/601/1436	3	5	1
Understand the role of the social care worker	A/602/3113	2	9	1

Requirements for Tutors:

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4 or 5 in Education and Training, or a Certificate in Education. Focus Awards will however; consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area.

Requirements for assessors:

Assessors will be required to hold, or be working towards a relevant assessing qualification. This may include qualifications such as the Level 3 Certificate in Assessing Vocational Achievement, or the Level 3 Award in Assessing Competence in the Work Environment. Focus Awards will however; consider other relevant assessing qualifications upon submission. Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor. Assessors must also be able to show they are occupationally competent within the sector area.

Requirements for Internal Quality Assurers (IQA):

Internal Quality Assurers should hold or be working towards the following an IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will however; consider other relevant IQA qualifications upon submission. Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.