

Open College Network West Midlands **Level 2 Award in Postural Care (QCF)**

Qualification Guide





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Contents

1. About the qualification	1
2. Who the qualification is for	2
3. Achieving the qualification	4
4. The qualification unit	4
5. Assessment	6
6. Offering the qualification	8
Appendix A	9
Appendix B	10

1. About the qualification

The Open College Network West Midlands Level 2 Award in Postural Care (QCF) provides learners with the theoretical principles, knowledge of common safety issues and the practical skills they need in order to implement correct 24 hour positioning and protect body shape. It was developed in collaboration with Simple Stuff Works Associates Ltd, a Company committed to protecting body shape for people with movement difficulties.

The qualification is a major contribution to the qualifications currently available for families, healthcare professionals and supporters.

The need for increased awareness of postural care and the development of the requisite skills and knowledge for carers and health professionals involved in the care of individuals with, or at risk of developing, body shape distortion is well documented*.

The specific aims of the qualification are to:

- Promote awareness of the risks and benefits of protection of body shape
- Enable families to demonstrate their skill in relation to the support they are able to offer the person they care for
- Provide a clear rationale for therapeutic intervention with objective outcomes for the individual and their family
- Encourage the safe and considered use of therapeutic positioning in order to minimise risks to all involved.

The qualification provides learners with an overall awareness of the skills needed to provide effective protection of body shape.

This qualification does not confer vocational competence.

Please note:

- Learning providers interested in offering this qualification are advised to read section 7 of this guide for specific conditions that apply.

It is a requirement that assessment of these qualifications is conducted in English.

The Open College Network West Midlands Level 2 Award in Postural Care (QCF) qualification is accredited by Ofqual and are included within the Qualifications and Credit Framework (QCF).

* See, for example, "Raising Our Sights: services for adults with profound intellectual and multiple disabilities", Professor Jim Mansell, 2010 and the "European Declaration on the Health of Children and Young People with Intellectual Disabilities and their Families", World Health Organisation, 2010.

Guided Learning Hours (GLH)

Guided Learning Hours are defined as the number of hours of supervised or directed study time required for a unit or a qualification. Some learners will be able to achieve units and qualifications in a shorter time than indicated. Others, for example those needing additional support requirements, may need longer.

The recommended Guided Learning Hours for this qualification is 24.

Relationship with national occupational standards

The Open College Network West Midlands Level 2 Award in Postural Care (QCF) is related to the following National Occupational Standards (NOS):

- Move and position individuals (CHS6)
- Prepare individuals for healthcare activities (GEN4)
- Evaluate interventions with children and young people, and those involved in their care (CS14).

Details of these NOS are available on the Skills for Health website www.skillsforhealth.org.uk.

2. Who the qualification is for

The qualification is designed to be accessed by a variety of individuals including family members, supporters and health practitioners. It is relevant for those accessing careers in Health, Social Care and Education sectors and provides a qualification in a fundamental aspect of personal care.

The qualification is particularly suitable for those who:

- Care on a day to day basis for a person with movement problems
- Are family members who are providing care within the home
- Provide support to families as part of the health or social care sector.

Restrictions on learner entry

There are no formal restrictions on entry. It is expected that potential learners will receive appropriate guidance and advice regarding the suitability of the qualification. The Award lends itself well to workplace assessment and, whilst this is not a requirement, the use of this method needs to be monitored carefully for appropriateness and health and safety, particularly where learners are under the age of 18.

Entry requirements

The minimum age for access to the qualification is 16.

There are no other specific formal requirements for prior learning for entry to this qualification. Due to the nature of the Award, however, it is advisable that learners have an understanding of caring for others or have experience of providing such care prior to embarking on a course of study leading to the award of the qualification.

There are no further entry requirements.

Progression opportunities

The Open College Network West Midlands Level 2 Award in Postural Care (QCF) enables progression to a range of occupational areas in the NHS and other statutory, private and voluntary agencies and informal caring situations.

Learners with particular requirements

Assessment within the Open College Network West Midlands Level 2 Award in Postural Care is designed to be accessible and inclusive. The assessment methodology is appropriate and rigorous for individuals or groups of learners. If you have learners with particular requirements you should refer to the *Reasonable Adjustments and Special Considerations Policy*, available from Open College Network West Midlands. This gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.

3. Achieving the qualification

Rules of combination

To be awarded the Open College Network West Midlands Level 2 Award in Postural Care (QCF), the learner must achieve a 3 credit mandatory unit 'Postural Care Awareness'.

4. The qualification unit

Mandatory unit

Title	Postural Care Awareness
Level	2
Credit	3
GLH:	24
Unit code	PT1/2/NQ/017
Reference Number	K/503/6042

Unit achievement

All of the assessment criteria in a unit must be met before the unit is deemed to be achieved. The unit achievement is not graded: units are either achieved or not achieved.

Recording achievement

You must record each learner's performance in each unit on an appropriate form or forms. The form/s should record the learner's performance against the unit assessment criteria evidenced by the task.

QCF level descriptors

The Open College Network West Midlands Level 2 Award in Postural Care (QCF) comprises one unit: 'Postural Care Awareness'. The level of this unit has been determined with reference to the QCF level descriptors.

Level	Summary	Knowledge and Understanding	Application and Action	Autonomy and Accountability
2	Achievement at Level 2 reflects the ability to select and use relevant knowledge, ideas, skills and procedures to complete well-defined tasks and address straightforward problems. It includes taking responsibility for completing tasks and procedures and exercising autonomy and judgment subject to overall direction or guidance.	<p>Use understanding of facts, procedures and ideas to complete well-defined tasks and address straightforward problems.</p> <p>Interpret relevant information and ideas.</p> <p>Be aware of the types of information that are relevant to the area of study or work.</p>	<p>Complete well-defined, generally routine tasks and address straightforward problems.</p> <p>Select and use relevant skills and procedures.</p> <p>Identify, gather and use relevant information to inform actions.</p> <p>Identify how effective actions have been.</p>	<p>Take responsibility for completing tasks and procedures.</p> <p>Exercise autonomy and judgment subject to overall direction or guidance.</p>

Extracted from 'Regularity arrangements for the Qualifications and Credit Framework', Appendix E, Ofqual, 2008

5. Assessment

The qualification requires achievement of the specified units with no further requirements for additional/summative assessment. Achievement is therefore determined by successful completion of unit assessment. The assessment process is as follows:

- Assessments are internally set and approved at the Centre by assessors, against the requirements detailed in the assessment criteria of the unit.
- The learners are assessed internally at the Centre, using the assessments set.
- The resulting portfolios of assessed evidence are internally quality assured by an Internal Quality Assurer (IQA) at the Centre.
- The portfolios of assessed evidence are quality assured either by an Open College Network West Midlands Quality Adviser (QA) or, for Centres with Direct Claims Status, an Internal Quality Assurer (IQA) approved by Open College Network West Midlands.

Assessment methods

When delivering Open College Network West Midlands units and qualifications, Centres may choose from a range of assessment methods. It is important that the most effective and appropriate methods are selected. We therefore strongly advise that all those involved in assessment and internal quality assurance of these qualifications refer to the *Open College Network West Midlands Centre Handbook* and our *Assessment Methods* publication. These provide guidance on the range of assessment methods available and the types of evidence appropriate for each. These publications are available on our website, www.opencollnet.org.uk.

It is important when devising assessments to differentiate between the assessment method (what the learner is asked to do) and the evidence (what the learner produces).

When designing any assessment method, tutors or assessors will need to consider the presentation of the assessment task to the learner to make it fair and accessible. Tutors or assessors may also need to consider arrangements for learners with particular learning difficulties and will need to be aware of Open College Network West Midlands' policy on reasonable adjustments.

It is good practice for all proposed assessment tasks to be checked and confirmed as appropriate, fair, valid and reliable by an appropriately qualified and experienced Internal Quality Assurer (IQA) before being issued to learners.

6. Offering the qualification

Centres wishing to deliver this qualification will need to demonstrate the ability to deliver including adherence to quality assurance and assessment regulations. Open College Network West Midlands will provide guidance and give support in enabling you to use the qualification.

All procedures for the use of this qualification or units of this qualification, including approval, registration of learners, verification and certification will be completed through Open College Network West Midlands, who will have an identified officer to support your Centre. If you have any queries or difficulties at any time you should contact the Open College Network West Midlands office.

Approval to offer the qualification

Centres wishing to offer this qualification must note the requirements stipulated in Appendix A of this guide.

To gain approval to offer the qualification Centres must submit an *Approval to deliver an Open College Network West Midlands qualification and units of an Open College Network West Midlands qualification* form. This is available as a printable hard copy in Appendix B of this guide. It is also available as an e-form on our website: navigate to 'Qualifications' and then 'Postural Care'.

If you are an Open College Network West Midlands Recognised Centre and you wish to add this qualification to your curriculum offer please complete and submit an *Open College Network West Midlands New Course Notification Form*. This is available to download from our website. The form should be forwarded to Open College Network West Midlands for approval.

If you are not an Open College Network West Midlands Recognised Centre and you wish to offer the qualification, please consider applying for Centre Recognition with us. To start the application process email enquiries@opencollnet.org.uk or telephone **01902 624 239**.

For more information visit 'Becoming a Centre' on our website.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards.

Standardisation:

- establishes statements on the standard of evidence required to meet the assessment criteria for the units in Open College Network West Midlands qualifications;
- makes recommendations on assessment practice;
- produces advice and guidance for the assessment of units;
- identifies good practice in assessment.

It is a requirement of the Centre Recognition Process that each Centre offering units from Open College Network West Midlands qualifications must contribute assessment materials and learners' evidence for standardisation if requested.

Open College Network West Midlands will notify Centres of the required sample for standardisation purposes. Assessment materials, learners' evidence and tutor feedback will be sent to Open College Network West Midlands by Centres.

Outcomes from standardisation will be available to Centres through Open College Network West Midlands.

Support for Centres

Open College Network West Midlands provides all of our Centres with on-going support and advice on the use of Open College Network West Midlands units and qualifications, including the requirements for assessment.

If Centres approved to offer Open College Network West Midlands units and qualifications have obtained a UKPRN (UK Provider Reference Number) from the UKRLP (UK Register of Learning Providers) this will be used as the Centre Reference number. If a Centre has not obtained a UKPRN they will be issued with a unique Open College Network West Midlands Centre Number.

Information about obtaining a Unique Learner Number (ULN) on behalf of the Centre's learners is included in the *Open College Network West Midlands Centre Handbook*.

Centre responsibilities

Each Centre should identify a Centre Contact who will be responsible for Open College Network West Midlands provision within the Centre.

The Centre Contact must ensure all procedures relating to the delivery of the qualification operate effectively in the Centre.

The Centre Contact is the person responsible for confirming and ensuring that the Centre meets all the Open College Network West Midlands requirements for Centre Recognition.

The Centre Contact is responsible for ensuring all relevant Open College Network West Midlands documentation is distributed as required within the Centre and that the security requirements for external assessment are adhered to, where applicable.

Appendix A – Requirements to offer the qualification

To offer this qualification, Centres must ensure that tutors delivering this qualification:

- Have successfully completed the Simple Stuff Works Associates Ltd 'Leadership Course'.

Approval to deliver an Open College Network West Midlands qualification and units of an Open College Network West Midlands qualification

Name of Centre: _____
Qualification title: _____
Accreditation number: _____
Centre officer responsible for this qualification: _____
Position: _____
Tel: _____ E-mail: _____

Approval to deliver an Open College Network West Midlands qualification and units of an Open College Network West Midlands qualification

I agree to Appendix A - Requirements to offer the qualification

Please complete the box below and send form to Open College Network West Midlands either by email at wolverhampton@opencollnet.org.uk or alternatively by post (see back cover for contact details).

I have read and agree to the above conditions in order to deliver this qualification.
Centre officer responsible for this qualification:
(Signature) _____
Name: (Print) _____
Position: _____ Date: _____

Qualification Number

600/3813/5



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