



## Newsletter

The ACD Help team extends a warm welcome to all our candidates undertaking the CYP Level 2 Certificate and Level 3 Diploma in Children and Young People's Workforce (CYP). These qualifications have superseded the NVQ's at level 2 and 3.

We have structured our programme to be delivered online as distance learning with support via e-mail and the telephone when you need it. You will also have contact with our team of assessors as they carry out at least four observations and give you ongoing support as required through the qualification. We would aim for you to complete a unit each month.

First we have started with the knowledge based assignments

Level 2	Level 3
005 Child and Young Person Development	055 Principles for Implementing the Duty of Care
013 Understand Partnership Working	031 Promote Positive Outcomes
008 Safeguarding the Welfare of Children and Young People	023 Understand Child and Young Person Development
009 Contribute to Children's and Young People's Health and Safety (with observation)	027 Support Children and Young People's Health and Safety (with observation)
118 Duty of Care	025 Safeguarding the Welfare of Children and Young People

We have provided you with course notes and a textbook to help you pass the assignments at your chosen level, however further research and reflection on your own practice is needed if you wish for a merit or a distinction which is only awarded for the Level 3 Diploma. The normal marking rules and guidance from City & Guilds will apply; all marks are subject to internal and external verification and you are only able to resubmit the assignment once if it is referred.

Whilst you are completing the knowledge based assignments, your assessor will concentrate on the competence based units throughout the observations which will be assessed using a variety of assessment methods.



## Summary of assessment methods

The majority of assessment for this competence-based qualification will take place in the workplace, under real work conditions, using observations by a qualified assessor and/or testimony from an expert witness and supported by work products such as policies and procedures, planning, observations etc which your assessor will plan with you beforehand. All the identified assessment criteria must be evidenced and a holistic approach to assessment will be adopted where possible.

This qualification is internally assessed and externally quality assured. Independence of assessment is achieved via robust external and internal quality assurance processes, supported by City & Guilds. Reporting systems, which identify areas of risk for each centre.

### Observation requirements

The prime source of evidence for competency based Learning Outcomes within this qualification is assessor observation. Where assessor observation would be difficult, because of intrusion into areas of privacy and/or because activities occur rarely, expert witnesses may provide testimony for the occupationally specific units.

### Additional assessment methods or evidence sources

- **Expert witnesses** may observe candidate practice and provide testimony for the occupationally specific units which will have parity with assessor observation for the optional units. If an assessor is unable to observe their candidate she/he will identify an expert witness in the workplace, who will provide testimony of the candidates work based performance usually your manager or work place mentor identified at your induction.
- **Work products** can be any relevant products of candidates' own work, or to which they have made a significant contribution, which demonstrate use and application within their practice.
- **Professional discussion** should be in the form of a planned and structured review of candidates' practice, based on evidence and with outcomes captured by means of audio/visual or written records. The recorded outcomes are particularly useful as evidence that candidates can evaluate their knowledge and practice across the qualification.
- **Candidate/ reflective accounts** describe candidates' actions in particular situations and/or reflect on the reasons for practising in the ways selected. Reflective accounts also provide evidence that candidates' can evaluate their knowledge and practice across the activities embedded in this qualification.



- **Questions** asked by assessors and answered by candidates to supplement evidence generated knowledge and understanding from observing candidate practice. They may ask questions to confirm understanding and/or cover any outstanding areas. Questions may be asked orally or in writing but, in both cases, a record must be kept of the questions and responses

- **Witness testimonies.** These should be from people who are in a position to provide evidence of candidate competence. Where testimony is sought from individuals who are service users, care should be taken to ensure the purpose of the testimony is understood and no pressure is felt to provide it.

- **Projects/Assignments.** Candidates may have already completed a relevant project or assignment which can be mapped to the relevant standards and therefore provide evidence.

Evidence from previous training courses and/or learning programs which candidates have completed and which demonstrate their professional development may also be used.

- **Case studies** must be based on real work practice and experiences and will need to be authenticated by an assessor if used as evidence of a competent performance. Theoretical or simulated exercises would only be admissible as evidence of knowledge and understanding.

NB Confidential records must not to be included in your portfolio but must be referred to in the assessment records which your assessor will record with you. Although the observations are holistic and will include outcomes from all units we have linked the focus around specific units for you so you are able to source the relevant supporting evidence like work products. The first observation will be based around these units.

Observation 1	
Level 2 CYP Mandatory Shared Units	Level 3 CYP Mandatory Shared Units
001 Introduction to Communication in Health, Social care or Children’s and Young People’s Settings	027 Contribute to Children and Young Person’s Health and Safety
002 Introduction to Personal Development in Health, Social Care or Children’s and Young People’s Settings	028 Develop Positive Relationships with Children and Young People
003 Introduction to Equality and Inclusion in Health, Social Care or Children’s and Young People’s Settings	024 Promote Children and Young Person Development
006 Contribute to the Support of Child and Young Person Development	024 Promote Children and Young Person Development
009 Contribute to Children and Young Person’s Health and Safety	029 Working Together for the Benefit of Children and Young People



<b>Observation 2</b>	
Level 2 CYP Mandatory Shared Units	Level 3 CYP Mandatory Shared Units
010 Support Children and Young People's Positive Behaviour	
011 Contribute to the Support of Positive Environments for Children and Young People	
014 Maintain and Support Relationships with Children and Young People	
015/016 Need to have Paediatric Emergency First Aid Certificate	
	051 Promote Communication
	052 Engage in Personal Development in Health , Social Care or Children's and Young People's settings
	053 Promote Equality and Inclusion

<b>Observation 3</b>	
Level 2 Optional Units (sample only)	Level 3 Early Years Mandatory Pathway
<b>You need 4 credits</b>	064 Context and Principles for Early Years
023 Understand Child and Young Person Development ( Assignment) Credit 4	065 Promote Learning and Development in The Early years
027 Support Children and Young People's Health and Safety Credit	066 Promote Children's Welfare in Well Being in the Early Years
028 Develop Positive Relationships Credit 1	067 Professional Practice in Early Years Settings
029 Working together for the Benefit of the Child Credit 2	068 Support Children's Speech language and Communication
032 Support the Creativity of Children and Young People Credit 3	
<b>Your optional units, of which there are a vast range can be negotiated, with your assessor and will be dependent upon your job role.</b>	



<b>Observation 4</b>	
Level 2 Optional Units (sample only) continued	Optional Units Level 3 (sample only)
017 Support Children and Young People with Disabilities and Special Educational Needs Credit 4	075 Work with Babies and Children to Promote their Development
018 Support Children and Young People's Play and Leisure Credit 3	076 Care for the Physical and Nutritional Needs of Babies and Young People
019 Support Children and Young People at meal or Snack Time. Credit 3	078 Promote Young Children's Physical Activity and Movement
020 Contribute to the Support of Children's Communication, Language and Literacy Credit 2	081 Support Disabled Children and Young People with Specific Requirements
021 Contribute to the Support of Children's Creative Development Credit 2	<b>Your optional units, of which there is a vast range, can be negotiated with your assessor and will be dependent upon your job role.</b>

If you need any help or assistance please call or email one of our assessing team whose contact details are in your handbook.

We always strive to improve the experience given to our candidates and welcome your feedback.

Wishing you every success!

Yours Sincerely

*Kevin Smith*

Managing Director



## Useful Links

Level 2 Certificate Handbook: [http://www.cityandguilds.com/documents/ind\\_cleaning/4227-01-l2-hb-v01.pdf](http://www.cityandguilds.com/documents/ind_cleaning/4227-01-l2-hb-v01.pdf)

Level 2 Certificate Optional Units: [http://www.cityandguilds.com/documents/ind\\_cleaning/4227-01-l2-hb-op-v01.pdf](http://www.cityandguilds.com/documents/ind_cleaning/4227-01-l2-hb-op-v01.pdf)

Level 3 Diploma Handbook: [http://www.cityandguilds.com/documents/ind\\_cleaning/4227-03-04-l3-hb-v01.pdf](http://www.cityandguilds.com/documents/ind_cleaning/4227-03-04-l3-hb-v01.pdf)

Level 3 Diploma Optional Units: [http://www.cityandguilds.com/documents/ind\\_cleaning/4227-01-l3-hb-op-v01.pdf](http://www.cityandguilds.com/documents/ind_cleaning/4227-01-l3-hb-op-v01.pdf)

