



Qualification Specification

Highfield Level 2 Award in Employment Responsibilities and Rights in Health, Social Care or Children and Young People's Settings (RQF)

Qualification Number: 600/3828/7

Version 2.2 October 2019

Contents

Introduction	3
Qualification regulation and support.....	3
Key facts	3
Qualification overview and objective	3
Entry requirements.....	3
Geographical coverage	3
Guidance on delivery	3
Guidance on assessment.....	4
Guidance on quality assurance.....	4
Recognition of prior learning (RPL).....	4
Assessor requirements	4
Internal quality assurance (IQA) requirements	5
Countersigning strategy.....	5
Reasonable adjustments and special considerations.....	5
ID requirements	5
Progression opportunities.....	5
Appendix 1: Qualification structure.....	7
Appendix 2: Qualification content.....	8
Appendix 3: Sample assessment material.....	11

Highfield Level 2 Award in Employment Responsibilities and Rights in Health, Social Care or Children and Young People's Settings (RQF)

Introduction

This qualification specification is designed to outline all you need to know to offer this qualification at your centre. If you have any further questions, please contact your account manager.

Qualification regulation and support

The Highfield Level 2 Award in Employment Responsibilities and Rights in Health, Social Care or Children and Young People's Settings (RQF) has been developed and is awarded by Highfield Qualifications and sits on the Regulated Qualifications Framework (RQF). The RQF is a qualification framework regulated by Ofqual and CCEA Regulation.

Key facts

Qualification number:	600/3828/7
Learning aim reference:	60038287
Credit value:	3
Assessment method:	Portfolio of evidence
Guided learning hours (GLH):	24
Total qualification time (TQT):	30

Qualification overview and objective

This qualification forms the Employment Rights and Responsibilities (ERR) component of Intermediate and Advanced Apprenticeships for the Children and Young People's Workforce. The objective is to support a role in the workplace by providing knowledge and understanding of the Health, Social Care or Children and Young Peoples sector.

Entry requirements

This qualification is approved for delivery to learners aged 16 and above.

It is advised that learners hold a Level 1 qualification in literacy or numeracy or both.

Geographical coverage

This qualification is suitable for delivery in England and Northern Ireland.

Guidance on delivery

The total qualification time for this qualification is 30 hours, of this 24 are recommended as guided learning hours.

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming guided learning hours) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

Guidance on assessment

This qualification is assessed by portfolio of evidence which will be internally assessed and internally quality assured by the centre. Learners must meet all assessment criteria within the unit to be awarded the qualification.

Centres must take all reasonable steps to avoid any part of the assessment of a learner (including any internal quality assurance) being undertaken by any person who has a personal interest in the result of the assessment.

Guidance on quality assurance

Highfield requires centres to have in place a robust mechanism for internal quality assurance. Internal quality assurance must be completed by an appropriately qualified person and that person must not have been involved in any aspect of the delivery or assessment of the course they are quality assuring.

Highfield will support centres by conducting ongoing engagements to ensure and verify the effective and efficient delivery of the qualification.

Recognition of prior learning (RPL)

For information on how centres can apply to use RPL, please refer to the Recognition of Prior Learning (RPL) policy in the members' area of the Highfield website. This policy should be read in conjunction with this specification and all other relevant Highfield Qualifications documentation.

Centres should be aware that if this qualification is achieved as part of an Intermediate Apprenticeship, it does not have to be achieved again if taken as part of the Advanced Apprenticeship. Please see the RPL policy for guidance in relation to recognition of this previous achievement.

Assessor requirements

The Skills for Care and Development Assessment Strategy states that assessment decisions for knowledge-based learning outcomes must be:

- Made by occupationally qualified and knowledgeable assessors
- Made by an assessor qualified to make assessment decisions, holding or working towards an assessor qualification such as:
 - Level 3 Award in Assessing Competence in the Work Environment, or
 - Level 3 Certificate in Assessing Vocational Achievement, or
 - A1 Assess Learner Performance Using a Range of Methods, or
 - D32 Assess Learner Performance and D33 Assess Learner Using Different Sources of Evidence

Assessors must also maintain appropriate continued professional development for the subject area.

For more information, please refer to the Skills for Care and Development Assessment Strategy which is available on the Highfield Qualifications website.

Internal quality assurance (IQA) requirements

The Skills for Care and Development Assessment Strategy states that internal quality assurers for this qualification must:

- have sufficient knowledge of current practice and emerging issues in health and social care and children and young people's workforce
- hold or be working toward] a recognised internal quality assurance qualification, such as:
 - Highfield Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (RQF), or
 - Highfield Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (RQF), or
 - D34 or V1 Verifier Awards

Countersigning strategy

While it is a minimum requirement for centres to have the appropriately qualified workforce in place, it is understood that centres may have new personnel who are working towards those requirements. During this period, centres are required to have a robust countersigning strategy in place that supports and validates unqualified assessment/quality assurance decisions, until the point where they meet the requirements as detailed above.

Reasonable adjustments and special considerations

Highfield Qualifications has measures in place for learners who require additional support. Please refer to Highfield Qualifications' Reasonable Adjustments Policy for further information/guidance.

ID requirements

It is the responsibility of the centre to have systems in place to ensure that the person taking an assessment is indeed the person they are claiming to be. All centres are therefore required to ensure that each learner's identification is checked before they undertake the assessment. Highfield Qualifications recommends the following as proof of a learner's identity:

- a valid passport (any nationality)
- a signed UK photocard driving licence
- a valid warrant card issued by HM forces or the police
- another photographic ID card, e.g. employee ID card, student ID card, travel card etc.

If a learner is unable to produce any of the forms of photographic identification listed above, a centre may accept another form of identification containing a signature, for example, a credit card. Identification by a third-party representative, such as a line manager, human resources manager or invigilator, will also be accepted.

For more information on learner ID requirements, please refer to Highfield Qualifications' Core Manual.

Progression opportunities

On successful completion of this qualification, learners may wish to continue their development by undertaking one of the following qualifications:

- Highfield Level 2 Diploma in Care (RQF)
 - Highfield Level 3 Diploma in Adult Care (RQF)
-

Additional support/training

The National Counter Terrorism Security Office (NaCTSO) is a police unit that works alongside the Home Office to support the 'protect and prepare' areas of the government's counterterrorism strategy. One of their aims is to encourage the public to recognise and report suspicious activity and behaviour. You can find information, advice and guidance on recognising, acting on and reporting suspicious behaviour on the following website:

<https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>

As an apprentice you can access the free NaCTSO Action Counters Terrorism (ACT) Awareness e-learning course. This award-winning and invaluable training tool will help you to understand your role in recognising and reporting suspected terrorism and what to do in the event of a terrorist attack.

To access the course:

- follow the link: <http://ct.highfieldlearning.com/org/TheHighfieldGroup>
- answer the questions
- click start

Appendix 1: Qualification structure

To complete the **Highfield Level 2 Award in Employment Responsibilities and Rights in Health, Social Care or Children and Young People's Settings (RQF)**, learners must complete **all units** contained within the mandatory group.

Mandatory group

Learners must achieve **all units** in this group

Unit reference	Unit title	Level	GLH	Credit
R/602/2954	Understand employment responsibilities and rights in health, social care or children and young people's settings	2	24	3

Appendix 2: Qualification content

Unit 1: Understand employment responsibilities and rights in health, social care or children and young people's settings

Unit number: R/602/2954

Credit: 3

GLH: 24

Level: 2

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<p>1. Know the statutory responsibilities and rights of employees and employers within own area of work</p>	<p>1.1 List the aspects of employment covered by law</p> <p>1.2 List the main features of current employment legislation</p> <p>1.3 Outline why legislation relating to employment exists</p> <p>1.4 Identify sources and types of information and advice available in relation to employment responsibilities and rights</p>
<p>2. Understand agreed ways of working that protect own relationship with employer</p>	<p>2.1 Describe the terms and conditions of own contract of employment</p> <p>2.2 Describe the information shown on own pay statement</p> <p>2.3 Describe the procedures to follow in event of a grievance</p> <p>2.4 Identify the personal information that must be kept up to date with own employer</p> <p>2.5 Explain agreed ways of working with employer</p>
<p>3. Understand how own role fits within the wider context of the sector</p>	<p>3.1 Explain how own role fits within the delivery of the service provided</p> <p>3.2 Explain the effect of own role on service provision</p> <p>3.3 Describe how own role links to the wider sector</p> <p>3.4 Describe the main roles and responsibilities of representative bodies that influence the wider sector</p>

Learning Outcomes	Assessment Criteria
<i>The learner will</i>	<i>The learner can</i>
<p>4. Understand career pathways available within own and related sectors</p>	<p>4.1 Explore different types of occupational opportunities</p> <p>4.2 Identify sources of information related to a chosen career pathway</p> <p>4.3 Identify next steps in own career pathway</p>
<p>5. Understand how issues of public concern may affect the image and delivery of services in the sector</p>	<p>5.1 Identify occasions where the public have raised concerns regarding issues within the sector</p> <p>5.2 Outline different viewpoints around an issue of public concern relevant to the sector</p> <p>5.3 Describe how issues of public concern have altered public views of the sector</p> <p>5.4 Describe recent changes in service delivery which have affected own area of work</p>

Amplification

Sources and types of information and advice – this should be internal and external where appropriate

Agreed ways of working includes policies and procedures where these exist; they may be less formally documented with micro-employers. It may cover areas such as:

- data protection
- grievance procedures
- conflict management
- anti-discriminatory practice
- health and safety

Effect – should include the effect of following good practice and consequences of non-compliance

How own role links to the wider health and social care sector – may include reference to relevant Codes of Practice, National Occupational Standards etc in own area of work

Representative bodies – may include: government departments, professional bodies, trade unions, sector skills councils, regulatory bodies, consumer groups etc.

Next steps – should include training and development

Issues of public concern - may include media stories, local or national strategies, closures, government drivers, economic issues.

Appendix 3: Sample assessment material

Highfield has produced assessment packs that learners can use to track the progress of their portfolio of evidence. This is available to download from the members' area of the Highfield Qualifications website.