

LEVEL 4

APPROVAL CRITERIA

Preparing for Leadership and Management in Children's Care, Play, Learning and Development

Contents

	Page number
Introduction	1
Qualification structure	2
Subject aims and objectives	3
Subject content	3
Scheme of assessment	4
Outcomes	4
Submitting qualifications for approval	4
Rationale requirements	5
Operational requirements	6
Appendix A	8

This is a **Regulatory Document** under **Condition B7** of the *Standard Conditions of Recognition (October 2018)*¹: *Compliance with Regulatory Documents*.

¹ <https://www.qualificationswales.org/english/publications/standard-conditions-of-recognition/>

Introduction

This document sets out the approval criteria for the Level 4 Preparing for Leadership and Management in Children’s Care, Play, Learning and Development qualification. These have been developed through stakeholder engagement, which included focus groups and online surveys. These approval criteria include the requirements that an awarding body must meet when developing the specification and assessment materials for the Level 4 Preparing for Leadership and Management in Children’s Care, Play, Learning and Development qualification.

This qualification is primarily for those in paid or unpaid employment or who have access to a workplace, in regulated childcare settings with families and children under the age of 8 and NHS children’s services for those working with families and children 0 – 19.

The content reflects a range of different roles and ages.

This qualification is designed to be delivered by work-based, further education and higher education learning providers, for learners who are 18 or over.

This qualification is designed to prepare Learners to progress to Level 5 Leadership and Management in Children’s Care, Play, Learning and Development: Practice. Learners taking the Level 5 Leadership and Management in Children’s Care, Play, Learning and Development: Practice qualification should normally take this qualification first.

Where appropriate, this qualification should allow learners to develop transferable skills, including communication, literacy, digital competence and numeracy.

The approval criteria in this document will come into effect from November 2019 and will be reviewed in 2022.

In March 2017, Qualifications Wales published a determination to restrict a new suite of qualifications in Health and Social Care, and Childcare² for teaching on publicly funded programmes of learning in Wales. This suite includes the Level 4 Preparing for Leadership and Management in Children’s Care, Play, Learning and Development qualification.

All of the qualifications in the suite will be restricted to just one form per qualification for a period of five years. For this qualification, the period commences on 1 September 2020. This means that only one awarding body may award each

² <http://qualificationswales.org/media/2535/230517-determination-to-restrict-hsc-final-e.pdf>

qualification. Following a fair and transparent procurement process that took place between January 2017 and August 2017, Qualifications Wales has contracted with a consortium of City & Guilds of London Institute and WJEC to jointly develop and deliver all of the qualifications in the suite.

Qualifications Wales will only approve a qualification that meets all of the requirements set out in this document together with those set out in the *Standard Conditions of Recognition*³. In developing qualifications to meet these requirements awarding bodies must have regard to *Fair Access by Design*⁴.

The commissioned awarding body must also meet all of the requirements set out in the concession contract awarded during the qualification development, approval, implementation and delivery stages. Where the requirements of the Subject Approval Criteria set out in this document differ from those prescribed in the *Standard Conditions of Recognition*, the requirements in this document will take precedence.

Qualification structure

1. The Level 4 Preparing for Leadership and Management in Children’s Care, Play, Learning and Development specification must offer learners the certification of a qualification with a Total Qualification Time (TQT) of 600 hours (60 credits) and will need to be defined in terms of Guided Learning Hours (GLH).
2. The Level 4 Preparing for Leadership and Management in Children’s Care, Play, Learning and Development qualification comprises mandatory content only as specified in Appendix A.
3. The qualification title appearing on certificates must be:

Level 4 Preparing for Leadership and Management in Children’s Care, Play, Learning and Development.

4. The design of Level 4 Preparing for Leadership and Management in Children’s Care, Play, Learning and Development must ensure that:
 - 4.1 the subject aims and objectives are reflected in the assessments to enable learners to demonstrate their knowledge, skills and understanding;

³ <http://qualifications.wales/english/our-work/regulating-awarding-bodies/monitoring-awarding-bodies/>

⁴ <https://qualificationswales.org/media/4739/fair-access-by-design.pdf>

Level 4 Preparing for Leadership and Management in Children's Care, Play, Learning and Development

- 4.2 it supports learners' progression to the Level 5 Leadership and Management of Children's Care, Play, Learning and Development: Practice qualification.

Subject aims and objectives

5. Level 4 Preparing for Leadership and Management in Children's Care, Play, Learning and Development must enable learners to develop and demonstrate their knowledge, skills and understanding in the context of children's care, play, learning and development settings. In particular, learners should be able to demonstrate that they:
 - 5.1 understand a range of leadership and management concepts, theories and techniques;
 - 5.2 understand different leadership and management styles and how these influence practice within services;
 - 5.3 understand how to lead child-centred approaches in practice;
 - 5.4 are able to work as effective and independent learners, and as critical and reflective thinkers to make informed judgements which includes using and interpreting data;
 - 5.5 have an awareness of how to lead, manage and improve service within children's care, play, learning and development.

Subject content

6. The content of the Level 4 Preparing for Leadership and Management in Children's Care, Play, Learning and Development specification must reflect the subject aims and objectives.
7. The Level 4 Preparing for Leadership and Management in Children's Care, Play, Learning and Development specification must include the content specified in Appendix A.

Scheme of assessment

8. The Level 4 Preparing for Leadership and Management in Children's Care, Play, Learning and Development will be assessed through:
 - 8.1. a project, with requirements set by the awarding body. The project must be assessed by the awarding body; and
 - 8.2. tasks and evidence collection that are set by the awarding body and assessed by centre staff. The awarding body must quality assure the centre's assessment practice and decisions.
9. Each assessment (detailed in paragraph 8) must cover a significant proportion of the content. All of the content described in Appendix A must be covered across the assessments. On submitting the qualification for approval, the awarding body will be required to provide a rationale that explains its approach to determining which content is covered by which assessment component.
10. Marking criteria must indicate how each assessment relates to the learning outcomes.
11. Assessment opportunities for Level 4 Preparing for Leadership and Management in Children's Care, Play, Learning and Development must be available throughout the year.
12. The Level 4 Preparing for Leadership and Management in Children's Care, Play, Learning and Development specification must include details of opportunities to resubmit assessments.

Outcomes

13. Learners who successfully complete all required assessments will be certificated.

Submitting qualifications for Approval

14. When submitting a qualification to Qualifications Wales for approval, the awarding body must provide:
 - 14.1. a specification document;
 - 14.2. a representative range of sample assessment materials;

- 14.3. an explanatory document (rationale document) outlining the rationale for the key design features of the proposed qualification and their alignment to findings of *The Sector Review of Qualifications and the Qualification System in Health and Social Care, including childcare and play work*⁵.

Rationale requirements

15. The purpose of the rationale document is to support the qualification review and approval process and is not intended for publication.
16. The rationale document must include an explanation for:
 - 16.1. the qualification structure, explaining the reasons for the way in which the content has been structured;
 - 16.2. the approach to how tasks are developed and refreshed over time;
 - 16.3. the assessment structure, including where appropriate, the number, mark allocation and duration of assessments;
 - 16.4. the availability of assessment opportunities and the approach to ensuring those opportunities are available throughout the year;
 - 16.5. the interpretation of the learning outcomes and how they apply to the different components of assessment;
 - 16.6. the design of sample assessment materials and guidance, including the type and range of assessment tasks across the qualification and their relationship to the learning outcomes;
 - 16.7. the design and application of marking criteria;
 - 16.8. how the qualification reflects a Welsh context;
 - 16.9. the process used to award these qualifications consistently and to the appropriate level, including the process for setting and maintaining standards;
 - 16.10. the process used to award the qualification, including a rationale for the proposed pass/fail boundary at assessment and qualification level.

⁵ <http://qualifications.wales/english/qualifications/vocational-qualifications/sector-reviews/health-social-care-and-childcare/>

Operational requirements

17. The specification and/or supporting information must specify the knowledge and competence requirements (both subject and assessment/quality assurance) for internal and external assessors, and internal and external quality assurers, appropriate for a qualification at this level.
18. The qualification specification must include explicit details of operational requirements, including:
 - 18.1 entries;
 - 18.2 quality assurance;
 - 18.3 external assessment processes.

**Further
information**

Enquiries about this document should be directed to:

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Appendix A - Level 4 Preparing for Leadership and Management in Children’s Care, Play, Learning and Development

The Level 4 Preparing for Leadership and Management in Children’s Care, Learning, Development and Play specification must include the following content. This makes up 100% of the total content of the qualification.

Topic area	Learning outcomes
1. Leading child-centred practice	<p>1.1 Understand the development of rights-based approaches and how these continuously evolve and influence child-centred practice</p> <p>1.2 Understand how to promote equality, diversity and inclusion</p> <p>1.3 Understand the impact of Welsh Language and Culture on your workplace/setting</p> <p>1.4 Understand prevention and early intervention</p> <p>1.5 Understand the impact of safeguarding on your workplace/setting</p> <p>1.6 Know how theories and models support the understanding of child development</p>
2. Theoretical frameworks for leadership and management	<p>2.1 Understand theories and models of leadership, management, innovation and change</p> <p>2.2 Understand how self-assessment of service and evaluation should be used to support continual improvement</p> <p>2.3 Understand managing innovation and change</p>

Level 4 Preparing for Leadership and Management in Children’s Care, Play, Learning and Development

Topic area	Learning outcomes
3. Understand how to lead and manage effective team performance	3.1 Understand equality, diversity and inclusion in the context of workforce development 3.2 Understand the importance of Welsh language in the context of workforce development 3.3 Understand approaches, skills and qualities for the effective leadership and management of teams 3.4 Understand the purpose and requirements of values-based recruitment and induction of workers 3.5 Know how to support effective team performance 3.6 Know how to manage team conflict and poor performance 3.7 Understand supervision and appraisal 3.8 Know how to use coaching, mentoring and motivational interviewing