



LEVEL 4

APPROVAL CRITERIA

Preparing for Leadership and Management in Health and Social Care

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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 Health and Social Care 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 Health and Social Care qualification.

This qualification is primarily for those in paid or unpaid employment or who have access to a workplace.

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 Health and Social Care: Practice. Learners taking the Level 5 Leadership and Management in Health and Social Care: 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 Health and Social Care 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 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*

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

*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 Health and Social Care specification must offer learners the certification of a qualification with a Total Qualification Time 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 Health and Social Care 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 Health and Social Care.
4. The design of Level 4 Preparing for Leadership and Management in Health and Social Care 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;
 - 4.2 it supports learners' progression to the Level 5 Leadership and Management of Health and Social Care: Practice qualification.

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

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

Subject aims and objectives

5. Level 4 Preparing for Leadership and Management in Health and Social Care must enable learners to develop and demonstrate their knowledge, skills and understanding in the context of health and social care 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 person/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 health and social care.

Subject content

6. The content of the Level 4 Preparing for Leadership and Management in Health and Social Care specification must reflect the subject aims and objectives.
7. The Level 4 Preparing for Leadership and Management in Health and Social Care specification must include the content specified in Appendix A.

Scheme of assessment

8. The Level 4 Preparing for Leadership and Management in Health and Social Care 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 Health and Social Care must be available throughout the year.
12. The Level 4 Preparing for Leadership and Management Health and Social Care 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.

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

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.

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 Health and Social Care

The Level 4 Preparing for Leadership and Management in Health and Social Care specification must include the following content. This makes up 100% of the total content of the qualification.

Topic Areas	Learning Outcomes
<p>1. Legislation, theories and models of person/child-centred practice</p>	<p>1.1. Understand the importance of respect for uniqueness, equality and diversity</p> <p>1.2. Understand the use of a rights-based approach for the assessment of need and risk</p> <p>1.3. Understand the role of inclusive assessments of individual need in health and social care</p> <p>1.4. Understand citizen focused services</p> <p>1.5. Understand person/child-centred communication</p> <p>1.6. Understand sociological theories and their relationship to person/child-centred practice</p> <p>1.7. Understand psychological theories and person/child-centred practice</p> <p>1.8. Understand the biopsychosocial model as an approach to influence person/child-centred practice</p> <p>1.9. Understand safeguarding and person/child-centred practice</p>
<p>2. Theoretical frameworks for leadership and management in health and social care</p>	<p>2.1. Understand theories and models of leadership, management, innovation and change</p> <p>2.2. Understand legislative and regulatory frameworks in health and social care</p> <p>2.3. Understand how evidence from the measurement of outcomes can be used to support person/child-centred practice</p> <p>2.4. Understand how to use concerns and complaints to improve practice in health and social care</p> <p>2.5. Understand managing innovation and change</p> <p>2.6. Understand how to use coaching, mentoring and motivational interviewing</p>

Topic Areas	Learning Outcomes
<p>3. Leadership and management of effective team performance in health and social care services</p>	<p>3.1. Understand equality and diversity and the importance of Welsh language in the context of workforce development</p> <p>3.2. Understand skills and qualities for the effective leadership and management of teams in health and social care</p> <p>3.3. Understand the purpose and requirements of values-based recruitment and induction of workers in health and social care</p> <p>3.4. Understand how to use delegation to support effective team performance</p> <p>3.5. Understand how to manage team conflict and poor performance</p> <p>3.6. Understand supervision and appraisal in health and social care</p> <p>3.7. Understand learning styles and methods to support continuing professional development</p>