

**Elements of competence**

- HSC391.1 Enable those affected by someone else's substance use to explore and select options
- HSC391.2 Support those affected by someone else's substance use to put selected options into practice
- HSC391.3 Empower those affected by someone else's substance use to review the effectiveness of selected options

**About this Unit**

For this Unit you need to provide services to those affected by someone else's substance use.

**Scope**

The scope is here to give you guidance on possible areas to be covered in this Unit. The terms in this section give you a list of options linked with items in the performance criteria. You need to provide evidence for any option related to your work area.

**Individual:** one adult who is affected; one child/young person who is affected; more than one family member or people affected.

**Environment:** individual sessions; group sessions; sessions with siblings and children; support groups; self-help groups.

**Issues relating to:** substance use; possible substance use; possible substance use related crime; homelessness; employability; finances; education and training.

**Implications** to self; to other family members; to the person whose drug and alcohol use has affected the individual.

**Forms of support:** counselling; financial; practical; emotional; self-help groups; medical.

**Assist by:** obtaining forms for financial support; obtaining/providing information on training and development courses; providing details of appropriate local agencies; referring to appropriate support agencies.

**Changes:** behaviour; skills; health; welfare; self-esteem and confidence.

**Evidence Requirements for the Unit**

**It is essential that you adhere to the Evidence Requirements for this Unit – please see details overleaf.**

<b>SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT</b>
<b>Simulation:</b>
<ul style="list-style-type: none"> <li>Simulation is <b>NOT</b> permitted for any part of this unit.</li> </ul>
<b>The following forms of evidence ARE mandatory:</b>
<ul style="list-style-type: none"> <li><b>Direct Observation:</b> Your assessor or an expert witness must observe you in real work activities which provide evidence for some of the performance criteria for each element in this unit. You could be observed for example talking to an individual who is affected by someone else's substance abuse, provided the observation does not breach confidentiality. Or, you could be observed feeding back on work with an individual at a staff/team meeting.</li> <li><b>Reflective Account/professional discussion:</b> These will be accounts of your practice in particular situations, describing how you supported and advised individuals to choose options which will make them feel empowered. It would also be important to demonstrate that you are aware of the variety of options available to the individuals with whom you are working.</li> </ul>
<b>Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:</b>
<ul style="list-style-type: none"> <li><b>Questioning/professional discussion:</b> May be used to provide evidence of knowledge, legislation, policies and procedures which cannot be fully evidenced through direct observation or reflective accounts. In addition the assessor/expert witness may also ask questions to clarify aspects of your practice.</li> <li><b>Expert Witness:</b> A designated expert witness may provide direct observation of practice, questioning, professional discussion and feedback on reflective accounts.</li> <li><b>Witness testimony:</b> Can be a confirmation or authentication of the activities described in your evidence which your assessor has not seen. This could be provided by a work colleague or service user.</li> <li><b>Products:</b> These can be actions plans, reports and reviews, diary evidence of day to day practice. You need not put confidential records in your portfolio, they can remain where they are normally stored and be checked by your assessor and internal verifier. If you do include them in your portfolio they should be anonymised to ensure confidentiality.</li> </ul>
<b>GENERAL GUIDANCE</b>
<ul style="list-style-type: none"> <li>Prior to commencing this unit you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using, and the tasks you will be undertaking to demonstrate your competence.</li> <li>Evidence must be provided for ALL of the performance criteria ALL of the knowledge and the parts of the scope that are relevant to your job role.</li> <li>The evidence must reflect the policies and procedures of your workplace and be linked to current legislation, values and the principles of best practice within the Care Sector. This will include the National Service Standards for your areas of work and the individuals you care for.</li> <li>All evidence must relate to your own work practice.</li> </ul>

**KNOWLEDGE SPECIFICATION FOR THIS UNIT**

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

**You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the 'knowledge evidence' section of the Assessment Guidance.**

<b>You need to show that you know, understand and can apply in practice:</b>	<b>Enter Evidence Numbers</b>
<b>Legislation and organisational policy and procedures</b>	
1 Legal acts and policies relevant to the functions being carried out eg Children Act, Mental Health Act.	
2 The partner agencies in the local area and their eligibility criteria.	
<b>Theory and practice</b>	
Communication and interpersonal skills:	
3 How to communicate effectively with a variety of audiences.	
4 How to run groups and how group dynamics work.	
5 Listening skills.	
6 Counselling skills.	
7 How to explain complex material to improve people's understanding, both orally and in writing.	
8 Motivational techniques and skills.	
Family dynamics:	
9 How family dynamics work – cause and effect	
10 The different family structures.	
11 The different ways to solve problems in a family environment.	
12 How family dynamics work within different cultures and ethnic and minority groups.	
13 Issues that affect children and young people within families affected by drug and alcohol use.	
14 Issues that affect children and young people as carers.	
15 The protection that children and young people affected by someone else's substance use may require and how to make this protection available.	
Local and national knowledge:	
16 The range of different target populations, their different characteristics and needs.	
17 The training and development opportunities available in the local area.	
18 Support groups – both formal and informal.	
19 Benefits and financial assistance available.	

**HSC391.1 Enable those affected by some else's substance use to explore and select options**

Performance criteria		DO	RA	EW	Q	P	WT
		1	You respect the individual's right to confidentiality.				
2	You set up the appropriate environment to make the individual as comfortable as possible.						
3	You encourage the individual to identify issues concerning them.						
4	You encourage the individual to explore the range of options open to them.						
5	You provide up to date information on the range of options.						
6	You encourage the individual to explore the advantages and disadvantages of the range of options.						
7	You encourage the individual to consider the implications of selecting an option.						
8	You encourage the individual to select an option and develop an action plan.						
9	You inform the individual of forms of support available to them.						
10	You manage your own feelings, aroused by the selected option, in a way which supports the right to such feelings, whilst minimising any undue effects on the individual.						
11	You make accurate and complete reports and store your records in a way which maintains the individual's confidentiality.						

**HSC391.2 Support those affected by someone else's substance use to put selected options into practice**

Performance criteria		DO	RA	EW	Q	P	WT
		1	You assist the individual in accessing the selected option, if required.				
2	You maintain contact with the individual which offers an optimum level of support without infringing on the individual's freedom.						
3	You review the action plan regularly and encourage and motivate the individual to keep to the action plan.						
4	You encourage the individual to maintain focus on themselves and their own progress.						
5	You encourage the individual to seek further help and support, if necessary.						

DO = Direct Observation  
EW = Expert Witness

RA = Reflective Account  
P = Product (Work)

Q = Questions  
WT = Witness Testimony

**HSC391.2 Support those affected by someone else's substance use to put selected options into practice (cont)**

Performance criteria		DO	RA	EW	Q	P	WT
		6	You respect the individual's right to change their mind about taking the matter any further or selecting a different option.				
7	You make services available to protect children and young people affected by someone else's substance use, where required.						
8	You manage your own feelings aroused by the selected option or alternative in a way which supports the right to such feelings, whilst minimising any undue effects on the individual.						
9	You keep accurate and complete reports and store your records in a way which maintains the individual's confidentiality.						

**HSC391.3 Empower those affected by someone else's substance used to review the effectiveness of selected options**

Performance criteria		DO	RA	EW	Q	P	WT
		1	You encourage the individual to feedback on progress.				
2	You encourage the individual to feedback on the effectiveness of support obtained.						
3	You identify any significant positive changes in the individual.						
4	You encourage and support the individual to review the action plan.						
5	You manage your own feelings, aroused by the feedback, in a way which supports the right to such feelings whilst minimizing any undue effects on the individual.						
6	You keep accurate and complete reports and store your records in a way which maintains the individual's confidentiality.						

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EW = Expert Witness

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WT = Witness Testimony

*To be completed by the Candidate*

**I SUBMIT THIS AS A COMPLETE UNIT**

Candidate's name: .....

Candidate's signature: .....

Date: .....

*To be completed by the Assessor*

*It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.*

**I CERTIFY THAT SUFFICIENT EVIDENCE HAS BEEN PRODUCED TO MEET ALL THE ELEMENTS, PCS AND KNOWLEDGE OF THIS UNIT.**

Assessor's name: .....

Assessor's signature: .....

Date: .....

**Assessor/Internal Verifier Feedback**

*To be completed by the Internal Verifier if applicable*

***This section only needs to be completed if the Unit is sampled by the Internal Verifier***

Internal Verifier's name: .....

Internal Verifier's signature: .....

Date: .....