

SKAPW23 - SQA Unit Code FT5L 04

Support others in accessing the resources they need to provide play environments



Overview

This unit is about supporting others in the provision of play. This involves keeping track of relevant organisations and individuals who may benefit from your work and the needs and resources they have, encouraging and helping them to communicate and network with each other and providing resources to them.

The unit is divided into three parts. The first part describes the three things you have to do. These are:

1. identify the playwork needs and resources of other organisations and individuals
2. help organisations and individuals to share information on needs and resources
3. co-ordinate the provision of playwork resources

The second part describes the knowledge and understanding you must have.

The third part gives some examples and explanations of some words we use in this unit.

The unit is for you if you have some responsibility for supporting other organisations and individuals whose main purpose is to provide children and young people with opportunities for freely chosen, self-directed play.

This unit is underpinned by the Playwork Principles and staff must be familiar with them and committed to them in their practice.

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Performance criteria

You must be able to:

Identify the playwork needs and resources of other organisations and individuals

- P1 identify relevant organisations and individuals who could benefit from your work
- P2 identify relevant organisations and individuals who have the resources to help those with similar needs
- P3 prioritise the needs of organisations and individuals according to agreed criteria
- P4 record these needs and resources clearly and accurately
- P5 keep all information up-to-date and only make it available with the approval of the organisations and individuals involved
- P6 deal with the organisations and individuals involved in a way that maintains a lasting relationship

You must be able to:

Help organisations and individuals to share information on needs and resources

- P7 maintain the flow of information between organisations and individuals efficiently and effectively as required
- P8 make sure the information is clear, accurate, up-to-date and in a form and style appropriate to those involved
- P9 take opportunities to collect and pass on relevant information to other organisations and individuals
- P10 take opportunities to bring new organisations and individuals into networking arrangements
- P11 collect feedback from the organisations and individuals involved and review the networking arrangements on a regular basis

You must be able to:

Co-ordinate the provision of playwork resources

- P12 keep the relevant organisations and individuals informed of the resources that are available, any conditions attached and how they can access them
- P13 follow your organisation's procedures for allocating resources to organisations and individuals
- P14 provide help to make applications for resources, as required
- P15 allocate resources fairly, according to need and in line with agreed criteria and priorities
- P16 check that resources are being used as agreed and deal with any variations from agreements
- P17 monitor and evaluate feedback from users on the allocation

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arrangements

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Knowledge and understanding

You need to know and understand:

Identify the playwork needs and resources of other organisations and individuals

- K1 how the Playwork Principles specifically relate to this unit
- K2 the range of organisations and individuals relevant to your work
- K3 how to identify those organisations and individuals
- K4 how to identify and prioritise needs according to agreed criteria
- K5 the importance of recording needs and resources
- K6 how to keep information on the needs and resources of relevant organisations and individuals accurate and up-to-date
- K7 the importance of confidentiality and not divulging information without agreement
- K8 the importance of maintaining lasting relationships with the organisations and individuals involved and how to do this
- K9 the importance of making contact with groups who traditionally experience barriers to access and how to do so

You need to know and understand:

Help organisations and individuals to share information on needs and resources

- K10 the processes you should follow to help colleagues adjust to and develop their roles and responsibilities
- K11 the importance of maintaining the flow of information between relevant organisations and individuals
- K12 how to do this efficiently and effectively
- K13 how to keep the information clear and up-to-date
- K14 how to present information in a style and form that is appropriate for the organisations and individuals involved and why this is important
- K15 how to take opportunities as part your day-to-day work to collect and pass on information and identify new people to bring into networking arrangements
- K16 the importance of reviewing networking arrangements on a regular basis
- K17 how to enable networking that involves groups who traditionally experience barriers to access

You need to know and understand:

Co-ordinate the provision of playwork resources

- K18 the importance of keeping people informed of the resources available to them
- K19 organisational procedures for allocating resources, how organisations should make applications and how these applications should be judged
- K20 resources that may be needed to support the inclusion of disabled

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children and how to access and provide these

- K21 the importance of monitoring how resources are being used and making sure that agreements are being kept to
- K22 the importance of regular reviews of how resources are being allocated

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Additional Information

Scope/range related to performance criteria

1. **organisations and individuals**
 - 1.1. departments in the same organisation
 - 1.2. external organisations
 - 1.3. other practitioners
 - 1.4. other professionals
 - 1.5. groups who traditionally experience barriers to access
2. **needs and resources**
 - 2.1. finance
 - 2.2. advice and information
 - 2.3. physical resources
 - 2.4. training and development
3. **maintain the flow of information**
 - 3.1. producing written information
 - 3.2. formal and informal meetings
 - 3.3. providing publications
 - 3.4. networking

Glossary

Barriers to access

Things that prevent or discourage children and young people from taking part in play provision. These may include physical barriers for disabled children, but also include wider issues such as discrimination, lack of positive images, lack of culturally acceptable activities and customs, language barriers and many other factors that affect different communities

Resources

For example, finance, advice and information, physical resources (such as equipment and materials, buildings etc), training and development.

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