

Higher National Unit Specification

General information for centres

Unit title: Community Learning and Development: Workplace Practice

Unit code: DK1K 34

Unit purpose: This unit is designed to enable candidates to link theories with practice in a supervised placement. The workplace practice should benefit the community and provide opportunities for the candidate's further learning and skills development as identified with their tutor. Evidence of workplace practice is collected and presented in a portfolio. This generally contains candidate recordings, products, observations and witness testimonies. The outcomes for this unit are derived from the theory units of the HNC Working with Communities of which this unit is an integral component.

On completion of the Unit the candidate should be able to:

1. Undertake workplace practice using a community learning and development approach.
2. Establish and maintain effective relationships with community groups and with colleagues.
3. Evaluate and review learning, and workplace practice.

Credit points and level: 2 HN Credits at SCQF level 7: (16 SCQF credit points at SCQF level 7*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Recommended prior knowledge and skills: It is essential that candidates have a sound theoretical knowledge gained from other course units before undertaking this unit. Candidates must have good interpersonal and communication skills. Candidates will have active involvement in a community-based setting.

Core Skills: There are opportunities to gather evidence towards Core Skills in this Unit, particularly Problem Solving, Working with Others and Communication. There is no automatic certification of Core Skills.

General information for centres (cont)

Context for delivery: This is a mandatory unit of the HNC Working with Communities. To achieve this unit candidates are required to participate in a community activity under the supervision of an appropriate member of staff. This person should be willing to verify evidence in the portfolio. Verification of evidence may also come from peers, participants and self. Evidence gathered for the portfolio may be transferable to that required for the SVQs. Centres must ensure that an infrastructure is in place to support candidates while on placement.

Assessment: This unit should be assessed holistically by observation and recording of activities.

The method of assessment for this unit is by the candidate compiling a structured portfolio of evidence, which should include: direct observation of practice, self-evaluation, testimony of others, personal development plan, workplans, evaluations, diary entries or reflective reports. The placement supervisor should observe the candidate in normal work practice including working with groups.

Higher National Unit specification: statement of standards

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The sections of the Unit stating the Outcomes, knowledge and/or skills, and Evidence Requirements are mandatory.

Where evidence for Outcomes is assessed on a sample basis, the whole of the content listed in the knowledge and/or skills section must be taught and available for assessment. Candidates should not know in advance the items on which they will be assessed and different items should be sampled on each assessment occasion.

Outcome 1

Undertake workplace practice using a community learning and development approach

Knowledge and/or skills

- ◆ Communication and interpersonal skills
- ◆ CLD Competences
- ◆ Community profile
- ◆ Workplace profile
- ◆ Personal learning plan
- ◆ Workplan

Evidence Requirements

Candidates will need evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ develop a community profile
- ◆ match own skills and learning needs to understanding of community
- ◆ engage with the community
- ◆ identify focus of work
- ◆ negotiate clear and appropriate placement contract with supervisor
- ◆ agree workplan
- ◆ identify development of skills in relation to CLD Competencies

Assessment guidelines

This unit is assessed holistically

Higher National Unit specification: statement of standards (cont)

Unit title: Community Learning and Development: Workplace Practice

Outcome 2

Establish and maintain effective relationships within a community context

Knowledge and/or skills

- ◆ Negotiate role with colleagues and community groups
- ◆ Partnerships, strategies and plans
- ◆ Inclusion, diversity, participation
- ◆ Empowerment and self determination
- ◆ Work within an ethical framework

Evidence Requirements

Candidates will need evidence to demonstrate their skills and/or knowledge by showing that they can:

- ◆ work with others effectively
- ◆ demonstrate partnership working
- ◆ demonstrate networking
- ◆ develop and sustain relationships
- ◆ demonstrate values and principles of community learning and development
- ◆ disengage from relationships
- ◆ reflect in practice

Assessment guidelines

This unit is assessed holistically

Outcome 3

Evaluate and review learning and workplace practice

Knowledge and/or skills

- ◆ Self evaluation frameworks
- ◆ Targets: Outcomes; Outputs; *Distance travelled*
- ◆ Reflect **on** Practice

Evidence Requirements

Candidates will need evidence to demonstrate their knowledge and/or skills by showing that they can:

- ◆ Reflect **on** Practice
- ◆ Review work plan

Higher National Unit specification: statement of standards (cont)

Unit title: Community Learning and Development: Workplace Practice

- ◆ Use a self evaluation framework

Assessment guidelines

This unit is assessed holistically

Administrative Information

Unit code: DK1K 34

Unit title: Community Learning and Development: Workplace Practice

Superclass category: PN

Date of publication: December 2004

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History of changes:

| Version | Description of change | Date |
|---------|----------------------------------------------------------|----------|
| 02 | Amendments to Outcome 1 page 3 and Support Notes page 8. | 28/07/10 |
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Higher National Unit specification: support notes

Unit title: Community Learning and Development: Workplace Practice

This part of the Unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this Unit is at the discretion of the centre, the notional design length is 80 hours.

Guidance on the content and context for this Unit

This unit requires to be undertaken in the workplace. It develops the role of the reflective practitioner and should draw together the theoretical perspectives from **all** other units. It provides an opportunity to work using a community learning and development approach. The workplace chosen should offer experience of the processes and practices they have been studying. The candidate will work closely with, and learn from, experienced practitioners in the field. They will develop their communication and networking skills through partnership working. The chosen placement supervisor should have opportunities of observing the candidate in the work place, including working with community groups.

In workplace practice the candidate should recognise the diversity of people and communities. The work developed should show a clear sense of purpose and effective methods for achieving change. It should build on the skills and knowledge of all those involved. It should show commitment to improvement.

All activities and projects should be agreed and negotiated with the tutor and placement supervisor.

Guidance on the delivery and assessment of this Unit

This unit should be assessed holistically. There could also be opportunities to integrate the assessment with the practical aspects in the units from the optional framework.

At outcome one candidates, using a community learning and development approach begin to plan to apply and develop principles and values introduced through the other Community Learning and Development units¹. They should be guided to develop an understanding of the geographic community or community of interest which forms the basis of their placement. Candidates identify what they consider to be the strengths of the community and areas for development. They then compare this to local understanding from contact with other organisations/community groups/individuals. As the profile of the community develops the candidate should begin to determine potential areas for their engagement. Given the limited duration of the placement candidates should consider engagement, development and exit strategies for their involvement with any group.

¹ *Community Learning and Development: Principles and Practice; Learning Approaches; Preparing to Work With Community Groups; Management and Accountability of Resources; Social Science Approaches*

Higher National Unit specification: support notes (cont)

Unit title: Community Learning and Development: Workplace Practice

The placement should aim to meet local/community needs and to meet the candidate's learning requirements. The candidate will identify areas for personal development and create a personal learning plan.

This unit is undertaken in the workplace where the candidate is expected to develop their skills and understanding of community learning and development and to fulfil a temporary work role. Working in the community requires the usual workplace attributes of good time keeping, maintaining accurate records as required, attending relevant meetings, responding to enquiries promptly, ensuring effective communication with colleagues, community groups and other professionals. The placement supervisor provides support and supervision for both work and learning.

Skills and knowledge developed through the *Community Learning and Development: Accountability for and Management of Resources* Unit should be applied here in drawing up a work plan that reflects Learning Evaluation and Planning (LEAP) or equivalent. This work plan forms the basis of the placement. The work plan should reflect the organisations' operational plan and the local community plan themes, or issues. Workplans should clearly indicate the candidate's expected role and time related targets. The expected outputs, resources required and outcomes should be indicated. Candidates should be familiar with CLD Competencies as set by the standards council for CLD for Scotland. They should link their learning to the development of the competences.

At outcome two the candidate is encouraged to focus on the development of interpersonal skills and the fostering of relationships. Support from the placement supervisor is crucial here. Candidates should develop understanding of factors that influence the community/organisation in which they are placed. Understanding of the benefits and issues around partnership working should be developed. The placement contract should make clear what is expected from the candidate. Clear channels of communication should be in place.

The final outcome asks that the candidate evaluate their learning from the placement and their work plan. This could include self-evaluation and reference to group/community members. Quality frameworks such as *How Good is Our Community Learning and Development?*, *Literacies in the Community*, *Standards for Community Engagement* will be helpful here. The completed portfolio will provide evidence that supports the evaluation.

Candidates with additional support needs

This Unit specification is intended to ensure that there are no artificial barriers to learning or assessment. The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering alternative Outcomes for Units. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements for Candidates with Additional Support Needs* (BA 2399, SQA, due 2004).

General information for candidates

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Working in the community requires the usual workplace attributes of good time keeping and time management, maintaining accurate records as required, attending relevant meetings, responding to enquiries promptly, ensuring effective communication with colleagues, community groups and other professionals. Working with the community requires clear and agreed purposes and methods which recognise others' skills and knowledge. The placement supervisor provides support and supervision for both work and learning.