Scottish Vocational Qualification 4

Social Services (Children and Young People) at SCQF level 9

Awarded by	Scottish Qualifications Authority
Accredited from	02 October 2013 to 31 March 2027
Group Award number	GH5X 24
Version number	05 (May 2025)

Standards

The standards, assessment strategy and award structures are owned by Skills for Care and Development (of which the Scottish Social Services Council are partners) and Skills for Health.

Codes

The first code before the Unit title (six digits) indicates the SQA Unit code, which should be used when registering candidates for this Unit with SQA. This code should also be used when contacting SQA to discuss any queries related to the Unit.

The code in brackets indicates the National Occupational Standards Unit code. This code is abbreviated to just the number at the end, which is in bold, when being referenced by candidates in their work, eg SCDCCLD 0**401** is referred to as **401**.

Structure of the SVQ

To achieve the SVQ level 4, candidates are required to complete **eight** Units. **Four** core/mandatory Units plus **four** optional Units

(Please note that in this qualification there are no elements in each Unit — instead there is a continuous list of Performance Criteria that need to be evidenced. These Performance Criteria are grouped under separate headings to aid the assessment planning process.)

Registration

For registration purposes the Scottish Social Services Council (SSSC) require the completion of all FOUR core Units and FOUR optional Units.

SCQF Credits and levelling

SCQF Overall credit — Minimum 71 and Maximum 101   **SCQF level 9**

Core/mandatory Units — Complete all four Units

H5VT 04 (SCDCCLD 0401) — 11 SCQF Credits at SCQF level 9

Maintain effective communication systems and practice

- Model practice that promotes child centred communication systems
- Adapt your own communication in a range of situations
- Lead the implementation of effective communication systems
- Improve the effectiveness of communication systems
- Ensure effective practice in the use of records or reports for communication

H5VV 04 (SCDHSC0042) — 10 SCQF Credits at SCQF level 9

Lead practice for health and safety in the work setting

- Maintain compliance with health, safety and security requirements
- Work in partnership to manage risk to personal safety
- Work in partnership to develop health, safety and security policies, procedures and practices

H5VW 04 (SCDHSC0043) — 10 SCQF Credits at SCQF level 9

Take responsibility for the continuing professional development of yourself and others

- Take responsibility for your continuing professional development
- Contribute to the personal and professional development of others

H5VX 04 (SCDHSC0044) — 11 SCQF Credits at SCQF level 9

Lead practice that promotes the safeguarding of children and young people

- Maintain your own and others' understanding of harm, abuse and safeguarding
- Lead practices that help to safeguard children and young people from harm or abuse
- Lead practices that support the development of relationships that promote safeguarding
- Lead practices that promote the rights, inclusion and well being of children and young people
- Lead practice that supports children and young people to keep themselves safe

Optional Units — Choose four Units

H5VY 04 (SCDCCLD 0403) — 10 SCQF Credits at SCQF level 9

Lead programmes for the promotion of children and young people's development

- Lead procedures for the regular monitoring, assessment and review of children and young people's development.
- Ensure provision meets the developmental needs of children and young people
- Ensure provision supports positive behaviour of children and young people
- Monitor records and recording procedures for the assessment of the development of children and young people

H5W0 04 (SCDCCLD 0405) — 10 SCQF Credits at SCQF level 10

Lead provision for babies and children in partnership with parents and carers

- Provide information on services and provision for parents
- Develop provision
- Encourage best practice in work with babies and children

H5W1 04 (SCDCCLD 0407) — 13 SCQF Credits at SCQF level 10

Lead curriculum provision of early education for children

- Lead in the planning of activities, resources and programmes within the setting
- Support the implementation of the curriculum
- Work with colleagues to monitor and evaluate educational provision

H5W2 04 (SCDCCLD 0408) — 8 SCQF Credits at SCQF level 10

Lead the physical, cognitive, emotional and social development of children

- Facilitate the assessment and support of children's physical, cognitive, social and emotional development
- Facilitate children's development through effective collection of data, monitoring and evaluation of provision

H5W3 04 (SCDCCLD 0409) — 10 SCQF Credits at SCQF level 9

Lead the support of children's communication

- Support the assessment of children's communication, language and literacy
- Support the provision of an environment that promotes and enhances children's communication, language and literacy
- Support improved monitoring, evaluation and planning of the child's communication, language and literacy

H5W4 04 (SCDCCLD 0410) — 7 SCQF Credits at SCQF level 9

Lead the support for children's creativity

- Support the assessment of children's creative development
- Facilitate an environment that promotes and enhances children's creativity
- Support monitoring, evaluation and planning of children's creative development.

H5W5 04 (SCDCCLD 0411) — 10 SCQF Credits at SCQF level 9

Lead the support for children's mathematical learning, exploration and problem solving

- Facilitate the assessment and support of children's mathematical learning, exploration and problem solving
- Support the monitoring, evaluation and planning of improvements to support children's mathematical learning, exploration, and problem solving

H5W6 04 (SCDCCLD 0412) — 8 SCQF Credits at SCQF level 10

Evaluate the environment for children and families

- Evaluate the environment for children, parents and key people
- Co-ordinate resources to meet the needs of children and families
- Lead a process of change and improvement for the environment for children and families

DR47 04 (CFA MLB1) — 11 SCQF Credits at SCQF level 8

Develop and implement operational plans for your area of responsibility

H5W7 04 (SCDCCLD 0414) — 13 SCQF Credits at SCQF level 10

Lead the review of policies, procedures and practice for children with additional support needs

- Review policies, procedures and practice for children with additional support needs
- Co-ordinate planning for individual children
- Work in partnership with other agencies and professionals

H5W8 04 (SCDCCLD 0415) — 10 SCQF Credits at SCQF level 9

Lead in advising and supporting practitioners in early years settings working with children who have additional support needs

- Promote interventions designed to meet children's needs
- Provide day-to-day support for practitioners and special education needs co-ordinators (SENCOs) who are based in early years settings
- Participate in the development of the service for children with additional support needs

H5W9 04 (SCDCCLD 0416) — 7 SCQF Credits at SCQF level 10

Lead the assessment of quality assurance schemes

- Identify quality assurance requirements
- Examine initial evidence against requirements
- Lead the assessment of provision
- Provide feedback

H5WA 04 (SCDCCLD 0417) — 8 SCQF Credits at SCQF level 9

Lead service providers in accessing information to support the care, learning and development of children

- Establish contact with providers of services to children and families
- Lead the development and maintenance of support networks

H5WB 04 (SCDCCLD 0418) — 9 SCQF Credits at SCQF level 10

Lead the revision of policies, procedures and practice for registration and inspection

- Evaluate policies, procedures and documentation in the light of
- requirements for registration and inspection
- Evaluate practice in the light of requirements for registration and
- inspection
- Lead changes and development to practice in order to meet registration and inspection requirements

H5WC 04 (SCDCCLD 0420) — 12 SCQF Credits at SCQF level 9

Undertake a research project

- Plan research
- Collect research findings
- Analyse research findings

H5WD 04 (SCDCCLD 0421) — 9 SCQF Credits at SCQF level 9

Provide information about children and families' services

- Maintain information about the full range of services available to children and families
- Provide information about children and family services in response to requests

H5WE 04 (SCDCCLD 0422) — 9 SCQF Credits at SCQF level 10

Lead the monitoring of procedures, policies and practice in partnership with families to benefit children's care, learning and development

- Establish and monitor procedures and practices for work with families
- Implement policies and procedures for work with families
- Deal with family issues, grievances and complaints

H5WF 04 (SCDCCLD 0423) — 8 SCQF Credits at SCQF level 9

Lead multi-agency working arrangements in childcare settings

- Establish and maintain productive working relationships with others
- Share information with other agencies

DR6E 04 (CFAM LE3) — 18 SCQF Credits at SCQF level 10

Obtain additional finance for the organisation

DR75 04 (CFA MLB6) — 9 SCQF Credits at SCQF level 8

Provide leadership in your area of responsibility

DR4N 04 (CFA MLC2) — 12 SCQF Credits at SCQF level 9

Encourage innovation in your area of responsibility

DR3Y 04 (CFA MLD6) — 14 SCQF Credits at SCQF level 7

Allocate and monitor the progress and quality of work in your area of responsibility

DR5T 04 (CFA MLE2) — 14 SCQF Credits at SCQF level 8

Manage finance for your area of responsibility

H5WG 04 (SCDCCLD 0431) — 9 SCQF Credits at SCQF level 9

Provide leadership and management of integrated childcare provision

- Provide leadership and management to a multi-disciplinary team
- Lead integrated approaches to service delivery

H5XC 04 (SCDLMCS B3) — 9 SCQF Credits at SCQF level 10

Manage provision of care services that deals effectively with transitions and significant life events

- Implement systems, procedures and practice to support people through transitions and significant life events
- Lead and manage provision that supports people to deal effectively with transitions and significant life events
- Implement and review systems, procedures and practice for sharing information on transitions and significant life events

H5WH 04 (SCDCCLD 0433) — 7 SCQF Credits at SCQF level 8

Prepare the childcare setting for regulatory inspections

- Identify regulatory requirements
- Plan for inspection in consultation with colleagues
- Take appropriate action to meet requirements
- Collect required evidence
- Review the recommendations from inspections

H5WJ 04 (SCDHSC 0046) — 10 SCQF Credits at SCQF level 9

Advocate with and on behalf of children and young people

- Work with children and young people to identify how and by whom they wish to be represented
- Work in partnership with children and young people to represent their preferences and needs
- Help children and young people to understand the outcomes of the representation
- Support children and young people to evaluate their experiences of the advocacy support and the systems they have encountered

H5WK 04 (SCDHSC 0047) — 11 SCQF Credits at SCQF level 9

Support parents and carers to acquire skills to care for and protect babies, children and young people

- Work with parents and carers to identify the skills required to care for and protect babies, children and young people
- Support parents and carers to develop their skills in caring for and protecting babies, children and young people
- Review support for parents and carers in caring for and protecting babies, children and young people

H7LG 04 (SCDLMCSA1) — 10 SCQF Credits at SCQF level 10

Manage and develop yourself and your workforce within care services

- Manage and develop self in management and leadership roles
- Manage and develop workers through supervision and performance reviews
- Lead and manage continuous improvement in the provision
- Enhance the quality and safety of your provision through workforce development

H7Y9 04 (SCDHSC0414) — 11 SCQF Credits and level 9

Assess individual preferences and needs

- Work with individuals to assess their preferences and care or support needs
- Make assessment information available to those who have a right to see it
- Revise assessments in the light of changing preferences and needs

H5PT 04 (SCDHSC0416) — 9 SCQF Credits at level 10

Lead the planning process with individuals

- Lead the development of care or support plans to meet individuals' preferences and needs
- Manage records of care or support plans
- Lead the implementation of care or support plans
- Review care or support plans to meet changing preferences, needs and circumstances

H5PY 04 (SCDHSC0421) — 10 SCQF Credits at level 9

Promote employment, training and education opportunities for individuals

- Raise awareness of the value of employment, training and education for individuals
- Negotiate employment, training and education opportunities
- Agree employment, training and education opportunities for individuals

H5R1 04 (SCDHSC 423) — 11 SCQF Credits at level 9

Assist individuals at formal hearings

- Support individuals to understand the proceedings and processes of formal hearings
- Work with individuals to understand information, documents and possible outcomes of the hearing
- Assist individuals to present their case at the hearing
- Support individuals to understand the outcomes and implications of the formal hearing

H5RS 04 (SFJ DA1) — 11 SCQF Credits at level 6

Provide and present information for courts and formal hearings

- Provide written information for courts and formal hearings
- Make oral contributions to courts and formal hearings

H5R8 04 (SCDHSC0430) — 11 SCQF Credits at level 10

Lead practice to reduce and prevent the risk of danger, harm and abuse

- Lead shared planning to reduce and prevent situations of danger, harm and abuse
- Lead shared evaluation of plans to help individuals the risk of danger, harm and abuse
- Evaluate systems and practices to reduce and prevent situations of danger, harm and abuse

H5R9 04 (SCDHSC0431) — 11 SCQF Credits at level 10

Support individuals who have experienced harm or abuse

- Respond to individuals who disclose harm or abuse
- Lead support for individuals who have experienced harm or abuse
- Evaluate support for individuals who have experienced harm or abuse

H5RV 04 (SCDHSC0450) — 10 SCQF Credits at level 9

Develop risk management plans to promote independence in daily living

- Prepare to carry out risk assessments relating to daily living
- Work in partnership to carry out risk assessments relating to daily living
- Work together to develop risk management plans that promote independence in daily living

H7LM 04 (SCDLMCSA3) — 10 SCQF Credits at level 10

Actively engage in the safe selection and recruitment of workers and their Retention in care

- Review the requirements for the safe selection and recruitment of workers, and their retention
- Actively engage in the safe selection and recruitment of workers
- Implement systems, procedures and practice to support retention

H5RG 04 (SCDHSC0439) — 11 SCQF Credits at level 9

Contribute to the development of organisational policy and practice

- Contribute to identifying potential for organisational development
- Present information and ideas to contribute to organisational development

For further information on this qualification, please contact:

SQA Care

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History of changes

Version	Description of change	Date
05	Extension to Accreditation period until 31/03/2027	21/05/25
04	Extension to Accreditation period until 31/01/2025	17/12/21
03	Technical review carried out and qualification granted 3 year extension as still current to the sector.	01/02/19
02	Eleven units added in the optional section starting at H7LG 04.	10/08/18