



Higher National unit specification

General information

Unit title: Community Learning and Development: Workplace Practice (SCQF level 7)

Unit code: HJ0L 34

Superclass: PR

Publication date: June 2017

Source: Scottish Qualifications Authority

Version: 02

Unit purpose

This unit is designed to enable learners to link Community Learning and Development (CLD) competencies with practice in a supervised placement. The workplace practice should be of benefit to the community and provide opportunities for the development of the learner's knowledge and skills in working in a community context.

This unit is mandatory within the HNC in Working with Communities.

On successful completion of the unit the learner will be able to achieve all the following outcomes.

Outcomes

- 1 Plan workplace practice within a community context.
- 2 Undertake workplace practice, embedding the CLD competencies.
- 3 Evaluate and review learning gained from workplace practice.

Credit points and level

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

Recommended entry to the unit

Learners should have good interpersonal and communication skills and if possible be actively involved in a community-based setting. It is desirable but not essential that learners have previous experience of working in a CLD environment.

Higher National unit specification: General information (contd)

Unit title: Community Learning and Development: Workplace Practice (SCQF level 7)

Core Skills

Achievement of this unit gives automatic certification of the following:

Complete Core Skill	Problem Solving at SCQF level 6 Working with Others at SCQF level 5
---------------------	--

Core Skill component	None
----------------------	------

Opportunities to develop aspects of Core Skills are highlighted in the support notes for this Unit specification.

Context for delivery

If this unit is delivered as part of a group award, it is recommended that it should be taught and assessed within the subject area of the group award to which it contributes.

This unit is mandatory within the framework of the HNC Working with Communities.

Equality and inclusion

This unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

Higher National unit specification: Statement of standards

Unit title: Community Learning and Development: Workplace Practice (SCQF level 7)

Acceptable performance for this unit will be the satisfactory achievement of the standards set out in the unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to SQA.

Where evidence for outcomes is on a sample basis, the whole of the content listed in the **Knowledge and/or Skills** section must be taught and available for assessment. Learners should know in advance the items on which they will be assessed and different items should be assessed on each assessment occasion.

Outcome 1

Plan workplace practice within a community context.

Knowledge and/or Skills

- ◆ Personal learning planning
- ◆ Community placement profiling
- ◆ Potential roles with colleagues, community groups, other organisations and agencies
- ◆ Partnership working
- ◆ Placement work planning

Outcome 2

Undertake workplace practice, embedding the CLD competencies.

Knowledge and/or Skills

- ◆ Establishing and maintaining effective relationships within a community setting
- ◆ CLD Competencies and Ethics
- ◆ Inclusive practice, equality, diversity, participation and self determination
- ◆ Safeguarding issues, policies and procedures, particularly in regard to young and vulnerable people

Outcome 3

Evaluate and review learning gained from from workplace practice.

Knowledge and/or Skills

- ◆ Methods of evaluation
- ◆ Reflective practice and self-awareness
- ◆ Identification of areas of strength and areas requiring further development

Higher National unit specification: Statement of standards (cont)

Unit title: Community Learning and Development: Workplace Practice

Evidence requirements for this unit

Learners will need to provide evidence to demonstrate their Knowledge and/or skills across all outcomes by showing they can:

- ◆ Develop and maintain a personal learning plan (PLP)
- ◆ Produce a profile of a community including potential roles within a placement including the importance of collaborative working and/or partnership working
- ◆ Produce a placement work plan which demonstrates the benefits to the community and meets the learning needs identified in the PLP
- ◆ Carry out work placement activities in a community setting, working effectively whilst embedding the CLD Competencies and Ethics into practice.
- ◆ Using an appropriate method, reflect upon and evaluate own practice in a community setting, identifying areas of strength and areas requiring further development



Higher National unit support notes

Unit title: Community Learning and Development: Workplace Practice (SCQF level 7)

Unit support notes are offered as guidance and 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 is a Mandatory unit of the HNC Working with Communities, to achieve this unit learners will demonstrate their practice competence in a community setting under the supervision of an appropriately qualified and experienced member of staff. Centres must ensure that an effective infrastructure is in place to support learners while they are on placement.

This unit is undertaken in the workplace where the learner 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 and the learner is expected to demonstrate these.

It is necessary that sufficient time is available for learners to develop their skills and competences during the placement experience but they must also have sufficient prior skill and knowledge to participate successfully in all learning opportunities offered by the placement setting, Eg underpinning knowledge and clear understanding of CLD competences, key elements of professional practice and awareness of relevant legislation and policy.

A variety of community based agencies may provide a suitable placement environment for learners. Placements should afford the learner the opportunity to link their practice to the CLD competencies and ethics. Learners' previous experience, as well as their identified areas of interest and development needs, should be taken into account as far as practicable in matching them to placement opportunities.

A suitably qualified and experienced practitioner should be available as a fieldwork supervisor for learners eg CLD worker, centre manager, teacher or lecturer and clear channels of communication should be in place between learner, workplace supervisor and colleagues and the course provider.

Higher National unit support notes (cont)

Unit title: Community Learning and Development: Workplace Practice (SCQF level 7)

The placement should allow the learner to develop as a reflective practitioner with knowledge and awareness of:

- ◆ a range of community contexts and the roles of the worker
- ◆ the CLD competences, as defined by the CLD Standards Council
- ◆ professional practice
- ◆ effective communication and interpersonal skills
- ◆ awareness of the impact of the social, legislative, and political context in which CLD workers operate

For **Outcome 1**, learners should be guided to develop an understanding of the geographic community or community of interest which forms the basis of their placement. Learners 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 learner should determine potential areas for their engagement. Given the limited duration of the placement learners should consider engagement, development and exit strategies for their involvement with any group within their plan.

The placement should be planned to meet and benefit local/community needs as well as the learner's own learning requirements. The learner should identify areas for their personal development and create a personal learning plan along with the placement work plan. This work plan forms the basis of the placement and should reflect the aims of the community organisation and/or the local community plan themes, or issues. Work plans should clearly state the learner's expected role and time related targets. The expected outputs, resources required and outcomes should be indicated.

Outcome 2. When undertaking the placement, the learner should be encouraged to focus on the development of interpersonal skills, the fostering of relationships and developing their understanding of the benefits and issues around partnership and collaborative working.

The placement contract should make clear what is expected from the learner and allow them the scope within their duties to demonstrate a commitment to professional CLD practice. Within their practice, the learner must demonstrate awareness of safeguarding and equality issues, support from the placement supervisor is crucial here.

Learners should develop understanding of factors that influence the community/organisation in which they are placed.

The tutor from the course provider should monitor the ongoing relevance and effectiveness of the placement in terms of the learners personal development plan.

Higher National unit support notes (cont)

Unit title: Community Learning and Development: Workplace Practice (SCQF level 7)

For **Outcome 3**, learners will have the opportunity to reflect on and evaluate their practice in terms of the objectives and goals outlined in the initial learning plan. Centres should offer guidance to the learner regarding various methods of evaluation for the placement setting which may include formal Evaluation Frameworks or commonly used tools, eg SWOT Analysis. Learners should be encouraged to examine their performance during the placement and identify areas of strength and areas where they could improve upon their practice.

Guidance on approaches to delivery of this unit

It is recommended that the unit be delivered in the order presented. Delivery of the unit should include a variety of methods designed to supplement and support the work placement experience, eg lectures, discussions, participative exercises.

There may be opportunities to integrate the delivery of this unit with the following units; CLD Community Capacity Building, CLD Adult Learning and CLD Planning and Accountability for Resources.

It may be beneficial to undertake fieldwork visits to a range of community settings before placement begins and/or by opportunities to meet visiting practitioners from a range of organisations and agencies.

The CLD competences should underpin the delivery of all aspects of the unit.

Guidance on approaches to assessment of this unit

Evidence can be generated using different types of assessment. The following are suggestions only. There may be other methods that are more suited to learners.

Centres are reminded that prior verification of centre-devised assessments would help to ensure that the national standard is being met. Where learners experience a range of assessment methods, this helps them to develop different skills that should be transferable to work or further and higher education.

The content of this unit lends itself to holistic assessment. There may also be opportunities to integrate the assessment of the practical aspects with assessment of other units from the HNC framework, eg CLD: Principles and Practice, CLD: Management and Accountability for Resources, CLD: Group Work, CLD: Working with Young People.

Outcomes 1, 2 and 3 could be assessed by observation of practice facilitated by an observation checklist to include:

- ◆ Engagement with community
- ◆ Effective work with others and relationship building
- ◆ Awareness of partnership and collaborative working
- ◆ Demonstration of awareness of safeguarding and protection issues, with particular regard to young and vulnerable people
- ◆ Appropriate disengagement from relationships

Higher National unit support notes (cont)

Unit title: Community Learning and Development: Workplace Practice (SCQF level 7)

It is recommended that where used, a minimum of two formal observations of practice are carried out.

The observation could be supported by evidence recorded in a log-book or reflective diary. Evidence could include copies of a Community/Placement Profile, Personal Learning Plan, Placement Contract and evidence of the learner evaluating and reviewing their own performance, eg a reflective account. Within the reflective account learners should link their learning to the development of the CLD competences within practice.

Opportunities for e-assessment

E-assessment may be appropriate for some assessments in this unit. By e-assessment we mean assessment which is supported by Information and Communication Technology (ICT), such as e-testing or the use of e-portfolios or social software. Centres which wish to use e-assessment must ensure that the national standard is applied to all learner evidence and that conditions of assessment as specified in the evidence requirements are met, regardless of the mode of gathering evidence. The most up-to-date guidance on the use of e-assessment to support SQA's qualifications is available at www.sqa.org.uk/e-assessment.

Opportunities for developing Core and other essential skills

There are opportunities to gather evidence towards Core Skills in this unit, particularly Problem Solving, Working with Others and Oral and Written Communication.

This unit has the Core Skills of Problem Solving and Working with Others embedded in it, so when learners achieve this unit their Core Skills profile will be updated to show that they have achieved Problem Solving at SCQF level 6 and Working with Others at SCQF level 5.

There are also opportunities to develop interpersonal and transferable skills, including skills in working with people in group settings.

History of changes to unit

Version	Description of change	Date
02	Core Skills Problem Solving at SCQF level 6 and Working with Others at SCQF level 5 embedded.	01/06/17

© Scottish Qualifications Authority 2017

This publication may be reproduced in whole or in part for educational purposes provided that no profit is derived from reproduction and that, if reproduced in part, the source is acknowledged.

Additional copies of this unit specification can be purchased from the Scottish Qualifications Authority. Please contact the Business Development and Customer Support team, telephone 0303 333 0330.

General information for learners

Unit title: Community Learning and Development: Workplace Practice (SCQF level 7)

This unit is designed to enable you to link Community Learning and Development (CLD) competencies with your practice in a supervised placement. The workplace practice undertaken should be of benefit to the community and provide opportunities for the development of your knowledge and skills in working in a community context. This unit is mandatory within the HNC in Working with Communities.

On successful completion of the unit you will be able to:

- 1 Plan workplace practice within a community context
- 2 Undertake workplace practice, embedding the CLD competencies
- 3 Evaluate and review learning gained from workplace practice.

Assessment will be via observation of your practice supported by a log-book or reflective diary. Community/Placement Profile, Personal Learning Plan, Placement Contract and evidence of the learner evaluating and reviewing their own performance, eg a reflective account.

There are opportunities to gather evidence towards Core Skills in this unit, particularly Problem Solving, Working with Others and Oral and Written Communication.

This unit has the Core Skills of Problem Solving and Working with Others embedded in it, so when you achieve this unit your Core Skills profile will be updated to show that you have achieved Problem Solving at SCQF level 6 and Working with Others at SCQF level 5.