



QCF Unit and Assessment Specification

Unit title	Support Individuals to Access Education, Training or Employment
Ofqual Unit code	H/601/3546
SQA Unit code	FL4G 53
SSC Ref	SS OP 3.7

History of changes

Publication date: April 2011

Version: 01

Version number	Date	Description	Authorised by

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QCF Unit specification

Title	Support Individuals to Access Education, Training or Employment	
Level	4	
Credit value	4	
Learning Outcomes	Assessment Criteria	
The learner will:	The learner can:	
1 Understand the value of engagement in training, education or employment for individuals.	1.1	Explain why engagement in education, training or employment opportunities can have a positive impact on the well being and quality of life of individuals.
2 Understand how legislation, guidance and codes of practice support an individual to access training, education or employment.	2.1	Outline the legislation, guidance and codes of practice that support an individual to access training, education or employment.
	2.2	Explain how the duty to make reasonable adjustments by learning providers or employers impacts on support for individuals to access training, education or employment.
	2.3	Identify the assistance that is available to learning providers or employers to support individuals to access education, training or employment opportunities.
3 Understand the support available to individuals accessing education, training or employment.	3.1	Identify the range of agencies that provide support to individuals accessing education, training or employment.
	3.2	Clarify the support provided by the various agencies.
4 Be able to support an individual to identify and access education, training or employment that meet needs and preferences.	4.1	Work with individuals to identify the education, training or employment opportunities taking account of their: <ul style="list-style-type: none"> ◆ aspirations ◆ skills and abilities ◆ interests ◆ experience ◆ qualifications ◆ support needs ◆ preferred career pathway ◆ personal circumstances ◆ language/communication needs

Learning Outcomes The learner will:	Assessment Criteria The learner can:
	<p>4.2 Work with the individual and/or others to source accessible information on education, training or employment opportunities.</p> <p>4.3 Support the individual to select preferred education, training or employment.</p> <p>4.4 Support the individual to complete applications to access education, training or employment.</p> <p>4.5 Support the individual to prepare for interview or selection for education, training or employment.</p>
<p>5 Be able to support individuals to undertake education, training or employment.</p>	<p>5.1 Outline own role and role of others in providing support to an individual to undertake education, training or employment.</p> <p>5.2 Work with the individual and / or others to identify assistive technology; resources and support that may be needed to undertake education, training or employment.</p>
<p>6 Be able to evaluate engagement in education, training or employment.</p>	<p>6.1 Review with the individual and/or others how well the education, training or employment opportunity has met expectations and identified outcomes.</p> <p>6.2 Review with the individual and/or others the continued support required to undertake education, training or employment.</p> <p>6.3 Agree with the individual and/or others adjustments to be made to education, training or employment arrangements to meet individual needs and preferences.</p>

Additional information about the Unit
Unit purpose and aim(s)
The purpose of this Unit is to provide the learner with the knowledge, understanding and skills required to support individuals to access education, training or employment.
Unit expiry date
28 February 2015
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
Sensory Services 5
Details of the relationship between the Unit and other standards or curricula (if appropriate)
N/A
Assessment requirements specified by a sector or regulatory body (if appropriate)
<p>This Unit must be assessed in accordance with Skills for Care and Development's QCF Assessment Principles.</p> <p>Learning Outcomes 4, 5 and 6 must be assessed in real work environment.</p> <p>Well Being, eg:</p> <ul style="list-style-type: none"> ◆ emotional ◆ psychological ◆ physical <p>Others could include:</p> <ul style="list-style-type: none"> ◆ other professionals ◆ specialist employment agencies ◆ careers services ◆ job coach ◆ learning providers ◆ employers ◆ carers/family members ◆ advocates ◆ colleagues
Endorsement of the Unit by a sector or other appropriate body (if required)
Skills for Care and Development

Location of the Unit within the subject/sector classification system
1 Health, Public Services and Care
Name of the organisation submitting the Unit
City & Guilds
Availability for use
Shared
Availability for delivery
01 April 2011
Guided Learning Hours
31

QCF Assessment specification

Assessment (evidence) Requirements
This information is provided in the accredited Unit specification and should be incorporated in the assessment and/or assessment guidance related to this Unit'.
Guidance on Instruments of Assessment
More information on selecting instruments of assessment can be found in <i>Assessment: A Guide for Centres Offering Ofqual Accredited Qualifications</i> (Publication code: FA5465).