

## **DK7A 04 (HSC3101) Help develop community networks and partnerships**

### **Elements of competence**

- HSC3101.1 Identify areas where community networks and partnerships could inform and support practice
- HSC3101.2 Bring together relevant people and organisations to be involved in community networks and partnerships
- HSC3101.3 Contribute to running and evaluating community networks and partnerships

### **About this Unit**

For this Unit you need to support the development of community networks and partnerships, identifying where these could inform and support practice, bringing people together to run them and contributing to running and evaluating community networks and partnerships.

### **Scope**

The scope is here to give you guidance on possible areas to be covered in this unit. The terms in this section give you a list of options linked with items in the performance criteria. You need to provide evidence for any option related to your work area.

**Communicate** using: the individual's preferred spoken language; the use of signs; symbols; pictures; writing; objects of reference; communication passports; other non verbal forms of communication; human and technological aids to communication.

**Key people** include: family; friends; carers; others with whom the individual has a supportive relationship.

Your **knowledge and understanding** for this Unit will relate to legal requirements and codes of practice applicable to the scope of your work and others with whom you work; the nature of the work you are undertaking; your role and level of responsibility within your organisation (eg whether you have responsibility to support the work of others); the individuals, key people<sup>1</sup> and others with whom you are required to work and the degree of autonomy you have for the management of your own work activities.

### **Values underpinning the whole of the Unit**

The values underpinning this Unit have been derived from the key purpose statement<sup>2</sup>, the statement of expectations from carers and people receiving services, relevant service standards and codes of practice for health and social care in the four UK countries. If you are working with children and young people they can be found in the principles of Care Unit HSC34. If you are working with adults they can be found in HSC35. To achieve this Unit you must demonstrate that you have applied the principles of care outlined in either unit HSC34 or HSC35 in your practice and through your knowledge.

### **Evidence Requirements for the Unit**

**It is essential that you adhere to the Evidence Requirements for this Unit – please see details overleaf.**

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<sup>1</sup> If you are working with children and young people the term 'individuals' covers children and young people and 'key people' covers parents, families, carers, friends and others with whom the child/young person has a supportive relationship

<sup>2</sup> The key purpose identified for those working in health and social care settings is 'to provide an integrated, ethical and inclusive service, which meets agreed needs and outcomes of people requiring health and/or social care'

<b>SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT</b>
<p><b>Simulation:</b></p> <ul style="list-style-type: none"> <li>• Simulation is <b>NOT</b> permitted for any part of this unit.</li> </ul>
<p><b>The following forms of evidence ARE mandatory:</b></p> <ul style="list-style-type: none"> <li>• <b>Direct Observation:</b> Your assessor or an expert witness must observe you in real work activities which provide evidence for some of the performance criteria for most of the elements in this unit. You could be observed for example going on visits to Community Groups to ascertain need in particular local areas. Or, you could be observed holding meetings and ensuring all relevant people had been invited and consulted etc</li> <li>• <b>Reflective account/professional discussion:</b> These will be a description of your practice in particular situations – such as those examples described under Direct Observation above. Your reflective accounts must contain explanations of evaluation of work</li> </ul>
<p><b>Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Questioning/professional discussion:</b> May be used to provide evidence of knowledge, legislation, policies and procedures which cannot be fully evidenced through direct observation or reflective accounts. In addition the assessor/expert witness may also ask questions to clarify aspects of your practice.</li> <li>• <b>Expert Witness:</b> A designated expert witness may provide direct observation of practice, questioning, professional discussion and feedback on reflective accounts.</li> <li>• <b>Witness testimony:</b> Can be a confirmation or authentication of the activities described in your evidence which your assessor has not seen. This could be provided by a work colleague or service user.</li> <li>• <b>Products:</b> These can be records of meetings, invitation letters, plans of action for local community groups etc. You need not put confidential records in your portfolio, they can remain where they are normally stored and be checked by your assessor and internal verifier. If you do include them in your portfolio they should be anonymised to ensure confidentiality.</li> </ul>
<p><b>GENERAL GUIDANCE</b></p> <ul style="list-style-type: none"> <li>• Prior to commencing this unit you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using, and the tasks you will be undertaking to demonstrate your competence.</li> <li>• Evidence must be provided for ALL of the performance criteria ALL of the knowledge and the parts of the scope that are relevant to your job role.</li> <li>• The evidence must reflect the policies and procedures of your workplace and be linked to current legislation, values and the principles of best practice within the Care Sector. This will include the National Service Standards for your areas of work and the individuals you care for.</li> <li>• All evidence must relate to your own work practice.</li> </ul>

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### KNOWLEDGE SPECIFICATION FOR THIS UNIT

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

**You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the ‘knowledge evidence’ section of the Assessment Guidance.**

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
<b>Values</b>	
1 Legal and organisational requirements on equality, diversity, discrimination, <b>rights</b> , confidentiality and sharing of information when helping develop community networks and partnerships.	
2 How to provide active support and place the preferences and best interests of the group and its members at the centre of everything you do, whilst enabling group members to take responsibility (as far as they are able and within any restrictions placed upon them) to make and communicate their own decisions about how the group should be developed and run.	
3 How to work in partnership with individuals, key people and those within and outside your organisation to support the development and running of community networks and partnerships.	
4 Methods that are effective in supporting community networks and partnerships to be inclusive, respect the diversity of group members and deal with, and challenge discrimination appropriately.	
5 How stereotypical assumptions can affect the development and running of community networks and partnerships and the ways in which you can minimise your own stereotypical assumptions and challenge the assumptions of others.	
<b>Legislation and organisational policy and procedures</b>	
6 Codes of practice and conduct, and standards and guidance relevant to your own and the roles, responsibilities, accountability and duties of others when contributing to the development and running of community networks and partnerships.	
7 Current local, UK legislation and organisational requirements, procedures and practices for: <ul style="list-style-type: none"> <li>(a) data protection, including recording, reporting, storage, security and sharing of information</li> <li>(b) health and safety</li> <li>(c) risk assessment and management</li> <li>(d) protecting individuals from danger, harm and abuse</li> <li>(e) development and running of community networks and partnerships</li> <li>(f) working with others to provide integrated services</li> </ul>	
8 Policies, practices and procedures of other organisations and workers which affect the opportunities and boundaries for setting up and maintaining community networks and partnerships.	

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<b>You need to show that you know, understand and can apply in practice:</b>	<b>Enter Evidence Numbers</b>
9 How and where to access information and support that can inform your practice when contributing to the setting up and running of community networks and partnerships.	
10 How you can access, review and evaluate information about the community networks and partnerships and their benefits and risks to individuals.	
11 The meaning and application of 'participation' and why this is important	
12 Government reports, inquiries and research relevant to setting up and running community networks and partnerships.	
13 How power and influence can be used and abused within community networks and partnerships.	
14 The responsibilities and limits of your relationships with emerging and established networks and partnerships.	
15 How to work in partnership with individuals, key people and those within and outside your organisation to enable community networks and partnerships to be developed.	
16 How to work with, and resolve conflicts that you are likely to meet when contributing to setting up and running community networks and partnerships.	
17 The range of existing networks and partnerships and the interest groups they serve and how to access this information.	
18 The variety of specialist skills and resources available within communities generally, and specifically in the area where you work.	
19 Strategies that are likely to promote a stable network and how they can be sustained	
20 The different types of information which individuals may require before committing themselves to be involved.	
21 The reasons for disseminating information on networks and partnerships to colleagues.	
22 How to support individuals and group members to monitor and evaluate the effectiveness of the networks and partnerships.	
23 The role of networks and partnerships in promoting the well-being of the individuals with whom you work.	
24 What is meant by co-operation, collaboration, co-ordination and conflict, why these are important in network and partnership working and the positive and negative effects they can have on networks and partnerships.	
25 Principles for: (a) developing and running community networks and partnerships (b) community work and development to meet the needs of individuals and key people (c) team working in multi-agency and multi disciplinary context (d) communicating with interest groups (e) managing change for individuals and key people	
26 Where and how to access funding and resources to develop and run community networks and partnerships and the implications of the structure and type of network/partnership on access to funding and resources.	

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<b>You need to show that you know, understand and can apply in practice:</b>	<b>Enter Evidence Numbers</b>
27 The benefits of community networks and partnerships for individuals, key people and the service they receive.	

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**HSC3101.1 Identify areas where community networks and partnerships could inform and support practice**

Performance criteria		DO	RA	EW	Q	P	WT
		1	You provide <b>active support</b> to enable <b>individuals</b> and <b>key people</b> to identify and communicate gaps in the provision.				
2	You work collaboratively with those within and outside your organisation to identify areas of practice that could be supported by community networks and partnerships.						
3	You research the local area to identify possible sources of support for the development of community networks and partnerships to meet provision and practice needs.						
4	You investigate with <b>others</b> how gaps in the provision and areas of practice may be supported by the development of community networks and partnerships.						
5	You access and review information on existing community networks and partnerships that could meet provision and practice needs.						
6	You confirm and share your findings with relevant individuals, key people and others, within confidentiality agreements and according to legal and organisational requirements.						

**HSC3101.2 Bring together relevant people and organisations to be involved in community networks and partnerships**

Performance criteria		DO	RA	EW	Q	P	WT
		1	You work with others to identify: (a) the type of public involvement and collaboration needed to meet local provision and practice needs (b) how and who should be involved/to enable individuals to participate in the public collaborations				
2	You liaise and promote the idea of public collaboration with people and organisations that could contribute.						
3	You identify and contact similar collaborations to enable them to share experiences and practice with potential members of the new collaborations.						

*DO = Direct Observation*  
*EW = Expert Witness*

*RA = Reflective Account*  
*P = Product (Work)*

*Q = Questions*  
*WT = Witness Testimony*

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**HSC3101.2 Bring together relevant people and organisations to be involved in community networks and partnerships (cont)**

Performance criteria		DO	RA	EW	Q	P	WT
		4	You promote the value of collaborative working to all who may be involved in the public collaboration.				
5	You encourage community members to evaluate the effectiveness of the public collaboration in meeting the provision and practice needs identified.						
6	You work with others to organise meetings to bring together public collaboration.						

**HSC3101.3 Contribute to running and evaluating community networks and partnerships**

Performance criteria		DO	RA	EW	Q	P	WT
		1	You encourage members to examine and agree the reasons, aims, purpose and outcomes of community networks and partnerships.				
2	You work with networks to ensure that they: <ul style="list-style-type: none"> <li>(a) are run in ways that value and respect individuals and the group</li> <li>(b) do not discriminate in their own working practices and against other groups and networks</li> <li>(c) promote inclusiveness and empowering ways of working within communities</li> </ul>						
3.	You encourage networks to examine the best ways of organising their time, resources and collective endeavours to best meet their aims, purpose and outcomes						

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**HSC3101.3 Contribute to running and evaluating community networks and partnerships (cont)**

Performance criteria		DO	RA	EW	Q	P	WT
4	You support networks and partnerships to set up systems that: <ul style="list-style-type: none"> <li>(a) seek and acquire resources that will enable them to meet their aims, purpose and outcomes</li> <li>(b) allow them to collect and provide up-to-date information on their purpose and functioning</li> <li>(c) monitor and evaluate their activities</li> <li>(d) evaluate external support and any costs incurred</li> </ul>						
5	You work with networks to examine the potential for collaboration with other groups, networks and collaborations.						
6	You work with others to ensure that activities carried out by networks and partnerships are working within legal and regulatory requirements.						
7	You support networks and partnerships to evaluate their: <ul style="list-style-type: none"> <li>(a) strengths</li> <li>(b) weaknesses</li> <li>(c) potential areas of development</li> <li>(d) activities</li> </ul> and to make changes to structures and practices to make them more effective						

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**DK7A 04 (HSC3101) Help develop community networks and partnerships**

*To be completed by the Candidate*

**I SUBMIT THIS AS A COMPLETE UNIT**

Candidate's name: .....

Candidate's signature: .....

Date: .....

*To be completed by the Assessor*

*It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.*

**I CERTIFY THAT SUFFICIENT EVIDENCE HAS BEEN PRODUCED TO MEET ALL THE ELEMENTS, PCS AND KNOWLEDGE OF THIS UNIT.**

Assessor's name: .....

Assessor's signature: .....

Date: .....

**Assessor/Internal Verifier Feedback**

*To be completed by the Internal Verifier if applicable*

***This section only needs to be completed if the Unit is sampled by the Internal Verifier***

Internal Verifier's name: .....

Internal Verifier's signature: .....

Date: .....