

## DK9C 04 (HSC3102) Work with community networks and partnerships

### Elements of competence

HSC3102.1	Identify the potential for being involved in community networks
HSC3102.2	Participate effectively as a member of community networks
HSC3102.3	Provide information to inform practice

### About this Unit

For this Unit you need to work with public networks and partnerships to support the health and social well-being of individuals and key people.

### 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>
<b>Simulation:</b>
<ul style="list-style-type: none"> <li>Simulation is <b>NOT</b> permitted for any part of this unit.</li> </ul>
<b>The following forms of evidence ARE mandatory:</b>
<ul style="list-style-type: none"> <li><b>Direct observation:</b> It should be possible for your assessor/expert witness to observe you in real work activities which provide evidence for some of the performance criteria for all three elements of this unit. You should, for example, be observed at team meetings and local network meetings consulting with colleagues about your role in these. Your assessor should therefore be able to comment on your ability to participate and the quality of your participation.</li> <li><b>Reflective accounts/professional discussion:</b> These will be descriptions of your practice of how you work with others – inside and outside your own organisation, to develop and maintain effective networks in the community.. You should give real examples of how and why you participate in networks and what work you do to prepare for these, and any practical outcomes resulting from these meetings. You should include how you involve individuals in decisions which affect their lives.</li> </ul>
<b>Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:</b>
<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 in relation to community development principles.</li> <li><b>Expert Witness:</b> A designated expert witness with specialist skills associated with this Unit 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 – Suggestions:-</b> Understanding of the application of organisational policy and procedures and government policy in relation to this Unit: Records of meetings, details of plans drafted by you: Minutes of meetings which evaluate the effectiveness of the networks and work outcomes undertaken by networks. These do not need to be included in your portfolio but will form the basis of discussion with your assessor and need to be available for the IV to authenticate. Any products which are included and contain names of individuals must be anonymised.</li> </ul>
<b>GENERAL GUIDANCE</b>
<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 work setting and be linked to current legislation, values and the principles of best practice within care and/or community settings. This will include the National Service Standards for the setting and the individuals with whom you work.</li> <li>All evidence must relate to your own work practice.</li> </ul>

**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.**

<b>You need to show that you know, understand and can apply in practice:</b>	<b>Enter Evidence Numbers</b>
<b>Values</b>	
1 Legal and organisational requirements on equality, diversity, discrimination, <b>rights</b> , confidentiality and sharing of information when working with community networks.	
2 How to provide <b>active support</b> 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) and make and communicate their own decisions about community networks and their usefulness to them.	
3 How to work in networks with individuals, key people and those within and outside your organisation.	
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 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 working with community networks.	
7 Current local, UK legislation and organisational requirements, procedures and practices for: (a) data protection, including recording, reporting, storage, security and sharing of information (b) health and safety (c) risk assessment and management (d) protecting individuals from danger, harm and abuse (e) development and running of community networks and partnerships (f) working with others to provide integrated services (g) policies, practices and procedures of other organisations and workers which affect the opportunities and boundaries for working in 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>
<b>Theory and practice</b>	
8 How and where to access information and support that can inform your practice when working with community networks.	
9 How you can access, review and evaluate information about the community networks and their benefits and risks to individuals.	
10 Government reports, inquiries and research relevant to working with community networks.	
11 How power and influence can be used and abused within community networks.	
12 The responsibilities and limits of your relationships with community networks in which you are involved.	
13 How to work in partnership with individuals, key people and those within and outside your organisation to enable community networks to work and meet the needs of individuals and key people.	
14 How to work with, and resolve conflicts that you are likely to meet when working with community networks.	
15 The range of existing networks and partnerships and the interest groups they serve and how to access this information.	
16 Strategies that are likely to promote a stable network and how they can be sustained.	
17 The reasons for disseminating information on networks and partnerships to colleagues.	
18 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.	
19 Principles for: (a) working with community networks (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	
20 Where and how to access funding and resources to develop and run community networks and the implications of the structure and type of network/partnership on access to funding and resources.	
21 The benefits of community networks for individuals, key people and the service they receive.	
22 How to support individuals and group members to monitor and evaluate the effectiveness of the networks.	

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### HSC3102.1 Identify the potential for being involved in community networks

Performance criteria		DO	RA	EW	Q	P	WT
		1	You work with <b>individuals, key people</b> and <b>others</b> to identify and communicate the community networks that might be important to them and your organisation and practice.				
2	You investigate and liaise with local community networks and partnerships to which you could contribute to identify how you might be involved and the contribution you could make.						
3	You investigate the costs and benefits of being involved in community networks and partnerships to you, the people for whom you are responsible and your organisation.						
4	You identify community networks that would value and welcome your contribution, experience and expertise.						
5	You work with others to agree which community networks you should be a member.						

### HSC3102.2 Participate effectively as a member of community networks

Performance criteria		DO	RA	EW	Q	P	WT
		1	You work with community networks to identify your role as a member.				
2	You review documents about the community networks to ensure that you are fully briefed about their nature and purpose.						
3	You work with network members to identify your responsibilities and the responsibilities of others within the group.						
4	You identify with network members how the network operates and its interface and working relationships with other networks and partnerships.						
5	You ensure that you carry out your responsibilities effectively and efficiently, informing network members if problems and difficulties arise.						
6	You work within and between network meetings to promote the value of the network.						

DO = Direct Observation  
EW = Expert Witness

RA = Reflective Account  
P = Product (Work)

Q = Questions  
WT = Witness Testimony

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### HSC3102.2 Participate effectively as a member of community networks (cont)

Performance criteria		DO	RA	EW	Q	P	WT
7	You work with others to resolve conflicts within networks.						
8	You observe and challenge practices that are discriminatory.						

### HSC3102.3 Provide information to inform practice

Performance criteria		DO	RA	EW	Q	P	WT
1	you identify sources of information and support that could inform the practice of networks						
2	you negotiate and agree strategies and responsibilities with network members to ensure that information is accessed						
3	you review information and share it with network members, according to confidentiality agreements with the original source						
4	you identify information from the networks and partnerships that is of value to you and your organisation						
5	you work with others within networks and partnerships to identify how the information might inform practice of the network						
6	you review and evaluate information to enable you to identify where and how it could be used to best inform your own practice						
7	you discuss your ideas and agree any changes with relevant people						

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

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*Q = Questions*  
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**DK9C 04 (HSC3102) Work with 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: .....