

# ARRANGEMENTS DOCUMENT

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## HNC EARLY EDUCATION AND CHILDCARE

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document (SQA/Consortium/Centre) SQA Originating/lead centre SQA  
Lead officer Louise Gaddi Lead developer SQA

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## HNC EARLY EDUCATION AND CHILDCARE

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### Appendices

- ◆ Note of updates/amendments to Arrangements Document

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## BACKGROUND TO THE DEVELOPMENT

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The HNC in Early Education and Childcare is a revision of an earlier version with the title HNC Child Care and Education. The new title has been chosen to reflect the terminology used in the National Care Standards. This revision was initiated as part of the normal SQA 5 year cycle.

The timing of this Review coincided with several developments in the Early Education and Childcare sector:

- ◆ The advent of the Scottish Social Services Council (SSSC) and their role in setting qualifications required to enable workers to be included in the Social Care Register
- ◆ The review of the National Occupational Standards for Early Years Care and Education (NOS)
- ◆ The review of the National Occupational Standards for Playwork (NOS)
- ◆ The increasing variety of job roles within the Early Education and Childcare sector
- ◆ The publication of the National Care Standards – early education and childcare up to the age of 16
- ◆ New initiatives in Childcare related studies
- ◆ SQA's revision of ALL HNCs, with new improved design rules

The childcare workforce has grown dramatically in the last few years along with changes in service provision and the emergence of diverse job roles. Therefore it was considered important to consult widely on the revision of the award. The consultations took account of all these factors. In addition a Qualifications Design Team was established to take forward this development. As a result this new HNC in Early Education and Childcare was developed, which offers candidates the opportunity to develop the necessary theoretical knowledge and skills to enable them to work in the majority of Early Education and/or Childcare settings. The award has been designed to be applicable to those working in the Playwork sector.

The Evidence Requirements and Assessment Guidance allow and encourage candidates to apply the knowledge and skills to their own particular area of Early Education and/or Childcare.

The greater variety of Optional Units is designed to meet the needs of the increased variety of job roles. In addition, the choice of Optional Units provides areas of learning which would be suitable as 'stand alone' Units for Continuous Professional Development (CPD) which is a requirement for continued registration on the Social Care Register. The choice of Optional Units also provides opportunities for childcare workers to change the direction of their careers.

The uptake of the existing award remains high, however with the increased choice of Optional Units and the introduction of Units applicable to those working in the Playwork sector we expect a significant increase in entry figures.

Candidates undertaking the HNC in Early Education and Childcare have usually already achieved a qualification in childcare and/or are employed in the sector. However the flexibility in the framework of the HNC makes the award suitable for full-time candidates wishing to learn about the Early Education and Childcare sector and thereafter seek employment in this field. All candidates will have the opportunity to develop their Core Skills throughout the course, the specifications of which are detailed in individual HN Unit specifications.

Workplace practice (achieved through a workplace setting) has always been considered one of the most important elements of the HNC in Early Education and Childcare. The Unit 'Working in an Early Education and Childcare Setting' is worth 3 HN Credits at SCQF level 7 and has a recommended placement time of 60-80 days.

This HNC in Early Education and Childcare relates to many other qualifications: some candidates embark on it having first achieved National Qualification Units at SCQF levels 5 and/or 6 or a Higher in Early Years Care and Education; others may have achieved an SVQ level 2 or 3 in Early Years Care and Education.

Because of the overlap between Early Education and Childcare, Social Care and Health Care HNCs, there is also the possibility of importing some Units from the Social Care and Health Care HNCs as further Optional Units.

The HNC in Early Education and Childcare was successfully validated in April 2004 and centres will be able to offer the qualification from August 2004.

## **AIMS OF THE GROUP AWARD**

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### **GENERAL AIMS**

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All HNCs have a range of broad aims that are generally applicable to all HNC/Ds eg:

- ◆ Developing transferable skills including Core Skills
- ◆ Developing personal effectiveness
- ◆ Developing critical and evaluative thinking
- ◆ Developing problem solving skills
- ◆ Enabling progression within SCQF including progression to HE
- ◆ Providing opportunities for career planning and enhancing candidates' employment prospects

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### **SPECIFIC AIMS**

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The main aim of the HNC is to provide an integrated course of knowledge, theory and practice to equip candidates to work effectively in a range of childcare settings. It is also to provide an award which is flexible enough to meet the needs of employers throughout Scotland and to address emerging trends and issues for the sector (eg. extension of the age range, the award now covers birth – 12 years, and inclusion of playwork specific units). There remains an emphasis on the workplace element and the workplace Unit 'Working in an Early Education and Childcare Setting' is a 3 HN credit Unit.

Optional Units have been developed to meet the varying demands and needs of the sector and may also provide continuing professional development opportunities.

### **Aims of the Group Award**

- ◆ To enable candidates to demonstrate an understanding of the values and principles which underpin work in early education and childcare settings
- ◆ To enable candidates to understand how the National Care Standards and SSSC Codes of Practice inform their practice
- ◆ To enable candidates to integrate knowledge, theory and practice effectively in a variety of early education and childcare settings
- ◆ To enable candidates to develop skills appropriate for working with a range of service users in early education and childcare settings
- ◆ To enable candidates to have a service user and childcare worker focus in their practice
- ◆ To assist candidates to practice in an anti-discriminatory way
- ◆ To prepare candidates for employment or to develop candidates in employment in early education and childcare settings
- ◆ To enable candidates to critically evaluate their practice and to be reflective practitioners
- ◆ To enable candidates to develop a working knowledge of current legislation, policy and practice methods
- ◆ To enable candidates to engage in continuing professional development
- ◆ To facilitate progression to higher education

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### **UPTAKE & PROGRESSION**

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#### **UPTAKE OF CURRENT AWARD**

	HNC
2001	1438
2002	1751
2003	1361

We anticipate that the uptake of this qualification will continue to grow due to the following factors:

- Y The growth of the sector
- Y The new award is more flexible and is now appropriate for the Playwork sector
- Y It is recognised by the Scottish Social Services Council (SSSC) for registration purposes

HNC candidates have undertaken articulation courses which have allowed them access to Year 2 of the current BA Early Years Childhood Studies. At SCQF level 7, HNC candidates may have the opportunity to progress to the PDA in Childcare and Education or relevant appropriate degrees in childhood related studies.

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### **RELATIONSHIP WITH OTHER SQA AWARDS**

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The HNC will provide candidates with an opportunity to progress onto the PDA Childcare and Education. The PDA is currently under review and some of the units will be common to both the HNC and the PDA (eg. Team Working in Care Settings)

We also hope to incorporate some units from other related HNCs into the optional framework of this award (eg. HNC Social Care and HNC Health Care).

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### **TARGET SECTOR & LEVEL OF EMPLOYMENT**

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The award is suitable for those seeking to work as a practitioner in the childcare and playwork sectors as well as being suitable for those currently employed in this role.

The SSSC published the Qualifications Criteria for Registration of Early Education and Childcare Workers in March 2004. The HNC Childcare and Education and the new HNC Early Education and Childcare qualifications have been identified as appropriate for practitioners and achievement of these qualifications will allow workers to register with the SSSC.

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### **PRIOR EXPERIENCE AND/OR QUALIFICATIONS**

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Candidates should have an understanding that childcare values and communication skills are essential for good early education and childcare delivery. Communication skills may be demonstrated through the achievement of certificated courses e.g. Core Skills Communication at Higher level, Higher English or other communication units at SCQF level 5 or 6. Alternatively, candidates can be deemed to be at the appropriate level by references from employers and/or through verbal and/or written evidence at interview.

It is preferable, but not essential, that candidates have some experience of working in early education, childcare or playwork settings.

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### **RATIONALE FOR STRUCTURE & CONTENTS**

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The HNC is made up of 6 Mandatory credits, 1 Specialist Optional credit and 5 Optional credits. Candidates undertaking this award are required to be currently working in a childcare setting or undertake a work placement. It is expected that full-time candidates will be in placement for a minimum of 60-80 days in order to achieve the workplace Unit 'Working in an Early Education and Childcare Setting'.

The HNC is suitable for full-time candidates wishing to gain the knowledge to allow them to choose a career in childcare. It is also suitable for existing employees who may be competent in practice through several years of experience but who may wish to explore underpinning theory to a greater depth in order to develop professionally.

The HNC will provide candidates with an understanding of the values and principles which underpin work in early education and childcare settings. It will also enable candidates to integrate knowledge, theory and practice effectively in a variety of early education and childcare settings.

The age range covered in the award has been extended to reflect the work of the sector (age range covered 0-12years).

A variety of optional units have been included to allow candidates to choose units which reflect their job role and also to select stand alone units to satisfy continuous professional development (CPD) requirements.

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**STRUCTURE AND CONDITIONS OF AWARD**

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The HNC will be awarded on successful completion of a total of 12 HN credits. The HNC carries 96 SCQF credit points at SCQF level 7.

**MANDATORY UNITS**

UNIT TITLE	CODE	CREDIT VALUE	SCQF LEVEL
Working in an Early Education and Childcare Setting	DF4Y 34	3	7
Children and Young People's Rights: Provision, Protection and Participation	F3S4 34	1	7
Children and Young People's Rights: Provision, Protection and Participation (Lapse Date 31.07.2008)	DF50 34	1	7
Theoretical Approaches to Development and Learning	F3S9 34	1	7
Theoretical Approaches to Development and Learning (Lapse Date 31.07.2008)	DF52 34	1	7
Early Education and Childcare: Graded Unit 1	F290 34	1	7
Early Education and Childcare: group award Graded Unit 1 (Lapse Date: 31.12.2006)	DF5E 34	1	7

**OPTIONAL UNITS**

*Group A – Specialist Optional Units – a minimum of 1 credit must be selected*

UNIT TITLE	CODE	CREDIT VALUE	SCQF LEVEL
Curriculum and Assessment in an Early Years and Childcare Setting	F3S3 34	1	7
Curriculum and Assessment in an Early Education and Childcare Setting (Lapse Date 31.07.2008)	DF51 34	1	7
Facilitating Playwork Opportunities	DF53 34	1	7

*Group B – Optional Units – 5 credits to be selected or 4 credits if both units selected from option group A*

UNIT TITLE	CODE	CREDIT VALUE	SCQF LEVEL
Understanding and Supporting Children's Behaviour	DF54 34	1	7
Children and Young People with Additional Support Needs	DF55 34	1	7
Contemporary Issues for Children and Families	DF56 34	1	7
Strategies and Initiatives to Support Children's Health and Wellbeing	DF57 34	1	7
Promoting Language, Literacy and Numeracy in Early Education and Childcare	DF58 34	1	7
Working with Children 0-3 Years *	DF59 34	1	7
Working with Children 3-5 Years *	DF5A 34	1	7
Working with Children 5-8 Years *	DF5C 34	1	7
Working with Children 8-12 Years *	DF5D 34	1	7
Team Working in Care Settings	DG5D 35	1	8
Supporting Children Learning Through an Additional Language	DH26 34	1	7

Personal Development Planning	DE3R 34	1	7
Workplace Communication in English	H8T2 33**	1	6

\* a maximum of 2 credits can be selected

\*\* Unit Revision

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### CORE SKILLS

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There is no automatic certification of Core Skills within the HNC, however opportunities to develop Core Skills have been identified within the individual Units.

In all Units candidates will develop the Core Skill of Communication, written through the actual writing of assessments and the analysis and evaluation of subject specific information and oral through some Outcomes being assessed through presentations.

Problem Solving Core Skill will be developed through the Graded Unit (F290 34 & DF5E 34 (lapse date, 31/12/2006), the Unit Working in an Early Education and Childcare Setting (DF4Y 34) and some of the Optional Units. Throughout the award candidates will be required to understand a range of theories and give examples of how these relate to practice.

The Core Skill Working with Others will be developed through the workplace Unit – Working in an Early Education and Childcare Setting (DF4Y 34) which is a mandatory Unit. Candidates choosing the optional Unit Team Working in Care Settings will also develop this Core Skill. There will also be opportunities to develop this Core Skill in some of the Optional Units.

Development of the IT Core Skill may be developed in the Unit Curriculum and Assessment in an Early Education/Years and Childcare Setting (F3S3 34 & DF51 34 (lapse date 31.07.2008). There may also be an opportunity to develop this Core Skill in the Graded Unit (F290 34 & DF5E 34 (lapse date, 31/12/2006) – undertaking an investigation.

Numeracy Core Skill may be developed via Unit: Curriculum and Assessment in an Early Education/Years and Childcare Setting (F3S3 34 & DF51 34 (lapse date 31.07.2008). The Optional Unit Promoting Language, Literacy and Numeracy (DF58 34) may also provide an opportunity for development.

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### OPEN LEARNING

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Most of Units of the HNC are suitable for open learning provided the centre ensures authenticity of the candidate's work, although many Units include outcomes which require candidates to provide evidence from their workplace practice. However, the Unit: Working in an Early Education and Childcare Setting (DF4Y 34) is NOT suitable for open learning as it has to be assessed in the workplace.

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### TRANSITION ARRANGEMENTS & CREDIT TRANSFER

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If a candidate has already achieved a pass in the HN Unit Contemporary Issues in Childcare the candidate could be given credit for the new Unit Contemporary Issues for Children and Families (DF56 34).



## APPROACHES TO DELIVERY & ASSESSMENT OF THE GROUP AWARD

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### COURSE DELIVERY AND ASSESSMENT STRATEGY

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There is no prescribed order in which the HN Units must be delivered. However, where it is recommended that assessment of Units is integrated, these Units should be delivered together. Optional Units may be delivered as 'stand alone' but where part of an HNC course, delivery and assessment should be integrated as recommended.

#### MANDATORY UNITS

Candidates are expected to demonstrate their ability to relate the theory which underpins working in early education and childcare to their practice. As this is also the focus of the Graded Unit it is recommended that the mandatory Unit Theoretical Approaches to Development and Learning (F3S9 34 & DF52 34 (lapse date 31.07.2008)) is taught early in the course. The study of the theories of children's development, learning and play should enable candidates, depending on their workplace setting, to consider topics they could investigate for the Graded Unit assessment and provide a research base. This should provide material to underpin the first stage of the Graded Unit:

- ◆ The Plan

It is important that delivery and assessment of all mandatory Units is closely integrated to ensure candidates are able to demonstrate clearly the link between theory and practice in early education and childcare.

There are close links between the mandatory Units:

- ◆ Theoretical Approaches to Development and Learning (F3S9 34 & DF52 34 (lapse date 31.07.2008))
- ◆ Working in an Early Education and Childcare Setting (DF4Y 34)

**and** with **both** specialist optional Units in Group 1 (at least one must be chosen)

- ◆ Curriculum and Assessment in an Early Education/Years and Childcare Setting (F3S3 34 & DF51 34 (lapse date 31.07.2008))
- ◆ Facilitating Playwork Opportunities (DF53 34)

There are clear links also to the mandatory Unit:

- ◆ Children's and Young People's Rights: Provision, Protection and Participation (F3S4 34 & DF50 34 (lapse date 31.07.2008))  
with particular reference to the consultation with children over their participation in activities and experiences.

The delivery and assessment for these **four or five** Units should be integrated where relevant to the age range of the children and the provision of the candidate's early education and/or childcare workplace setting.

Depending on the choice of optional Units, it is possible to integrate their delivery and assessment with the mandatory Units. The optional Units most appropriate for integration with mandatory Units are those that include children in specific age groups and those, which include a workplace-based assessment.

Optional Units most appropriate for integration with mandatory Units are:

- ◆ Strategies and Initiatives to Support Children's Health and Wellbeing
- ◆ Promoting Language, Literacy and Numeracy in Early Education and Childcare
- ◆ Working with Children 0-3 Years
- ◆ Working with Children 3-5 Years
- ◆ Working with Children 5-8 Years
- ◆ Working with Children 8-12 Years

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**DF4Y 34 WORKING IN AN EARLY EDUCATION AND CHILDCARE SETTING  
(WORKPLACE PRACTICE)**

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The Workplace Practice Unit: Working in an Early Education and Childcare Setting (DF4Y 34) requires the candidate to be working in a real working environment. Candidates should spend at least 60 days full-time or equivalent part-time in an early education and/or childcare setting in order to complete an acceptable portfolio of evidence of competent workplace practice related to the underpinning theoretical knowledge and understanding.

Candidates should produce evidence of their ability to reflect on and critically analyse their workplace experience. All written reflective accounts and records of workplace experience should be authenticated by a competent witness who should be a workplace colleague acting as supervisor/mentor or a training centre/college lecturer or tutor.

Workplace colleagues acting as supervisors/mentors/witnesses should hold an appropriate qualification to work with the age range of the children in the setting and its provision and have a minimum of one year's professional experience in their workplace setting. It is expected that those acting as supervisors/mentors/witnesses will be working alongside candidates, observing and authenticating their competent practice. Where the roles of workplace assessors are taken by training centre or college lecturers/tutors and there are no competent witnesses in the workplace, it is expected there will be a minimum of 1 visit every 6-8 weeks. Each visit should allow sufficient time for the assessor to observe the candidate and assess their competent practice.

Guidance for evidence to be included in candidates' portfolios will be found in the Unit Specification and in the Assessment Exemplar for the Unit. It is expected that portfolios will include descriptions of curricula or playwork theories used in workplace settings and written observations of the curricula/playwork theories in practice.

Candidates are expected to provide evidence of planning, observation and evaluation of learning experiences in their workplace settings. This evidence will depend on the workplace setting and whether there is an early education or playwork focus.

Portfolios should also provide evidence of candidates' interaction and effective relationships with other adults in the setting, to include the role of the adult in the provision of a nurturing and stimulating environment for children. In addition candidates are required to reflect on and evaluate their own contribution to working as part of a team and in providing for children's developmental/learning needs.

Where relevant and appropriate other evidence for other mandatory and optional Units should be integrated into the portfolio. For example, observations and assessments of children carried out for the specialist optional Unit Curriculum and Assessment in an Early Education/Years and Childcare Setting (F3S3 34 & DF51 34 (lapse date 31.07.2008)) can generate the planning of

learning experiences to meet the needs of individual children. Where age-specific optional Units are part of an HNC course, the assessment for these can also be integrated.

The Workplace Practice Unit: Working in an Early Education and Childcare Setting (DF4Y 34) is the central Unit of the HNC Early Education and Childcare when delivered and assessed as a complete course. Wherever possible and appropriate, delivery and assessment of all other Units within the award should be integrated with this Unit. The evidence provided for the Unit should contribute to the investigation undertaken for the Graded Unit (DF5E 34 & F290 34).

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#### DF5E 34/F290 34 GRADED UNIT

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To gain the HNC award candidates must pass all the mandatory Unit assessments, including the internally assessed Graded Unit, and the necessary optional Unit assessments to make up the award. The Graded Unit will provide the basis for grading attainment (A, B or C) in the HNC award.

It is important that an integrated approach is taken to the delivery of the HNC Early Education and Childcare. The Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the Higher National Certificate in Early Education and Childcare:

- ◆ Develop an understanding of interdisciplinary connections between the various elements of the Higher National Certificate
- ◆ Develop an open-minded, critical and evaluative approach to study
- ◆ Demonstrate the ability to relate theory to practice

Therefore the Graded Unit will be an important aspect of the award and course delivery should reflect this. The Graded Unit should be an ongoing piece of work throughout the course. Work on the Graded Unit should begin as early in the course as possible. It is recommended that one person takes responsibility for guiding and tutoring candidates towards gathering evidence for and producing their final project in the form of an investigation.

Candidates are required to demonstrate their ability to relate the theory which underpins working in early education and childcare to their practice. The mandatory Unit Theoretical Approaches to Development and Learning (F3S9 34& DF52 34 (lapse date 31.07.2008) should enable them to consider topics they could investigate for the Graded Unit assessment and provide a research base.

The Graded Unit will be assessed by a project based assessment. The instrument of assessment will take the form of an investigation. The investigation will examine an aspect of early education and childcare chosen by the individual candidate which is relevant to their area of practice (suggested topics are given in the Graded Unit Specification to assist). Tutors should advise candidates on the validity and practicability of their chosen topic for investigation. It is expected that the much of the evidence for the Graded Unit investigation will be provided through the work candidates produce to meet the evidence requirements for other mandatory and optional Units in the award. Links between Units and the Graded Unit will depend on the focus of the candidate's investigation.

Centres design their own assessment for the Graded Unit to meet the requirements of the Unit specification and should ensure they also provide guidance for candidates. The Graded Unit specification provides suggested word counts for each aspect. There is a Graded Unit Assessment Exemplar (DF5E 34) to provide an example of how to develop what is essentially a new concept in HNC awards. An Exemplar for the replacement Graded Unit (F290 34) is being

developed and will be available in due course. It is important that a marking scheme is devised which allows for grading of candidates' achievements.

It is important that centres mark and grade their candidates' Graded Unit assessments and that these are subject to internal moderation prior to external moderation. All group award Graded Units will be subject to external moderation by SQA. This means that SQA moderators will sample candidate evidence from group award Graded Units from all centres.

Further information on group award Graded Units can be found in the following publication:

*Guidance on group award Graded Units: Using the design principles for Higher National Certificates and Diplomas (CA1467/2, August 2003)*

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### OPTIONAL UNITS

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The links between these Units and those in the mandatory section will depend on those selected to complete the course. Candidates may wish to focus on a topic within an optional Unit for the investigation for the Graded Unit assessment. Where this occurs it is important that relevant and appropriate links with the mandatory section are clearly identified.

Examples of optional Units which could integrate well with the mandatory Units are given in the Mandatory Unit section.

The majority of Units have full and comprehensive support notes. Where resource lists are included, it is important that centres are aware that new and often more relevant publications are issued every year.

The inclusion of Playwork theories is very new to a sector traditionally concerned with children aged birth to eight years in early years care and education settings. When searching for relevant literature and resources with a playwork focus, centres are advised to consult support notes for all relevant Units such as Facilitating Playwork Opportunities (DF53 34), Working with Children 5-8 Years (DF5C 34) and Working with Children 8-12 Years (DF5D 34)

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### ASSESSMENT EXEMPLARS

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SQA has developed Assessment Exemplars for all of the Mandatory Units and Specialist Optional Units (6 Units). These Exemplars are available from the secure section of the SQA website [www.sqa.org.uk](http://www.sqa.org.uk)

In addition to the Assessment Exemplars we are also developing a number of Open Learning/ Teaching Packs for the following Units:

- ◆ Facilitating Playwork Opportunities
- ◆ Supporting Children Learning Through an Additional Language
- ◆ Working with Children 0-3 Years

## HN UNIT & GRADED UNIT SPECIFICATIONS

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### GRADED UNIT SPECIFICATIONS

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*The specification can be found on the HN Section of the SQA website – [www.sqa.org.uk](http://www.sqa.org.uk)*

### OTHER UNIT SPECIFICATIONS

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*The specifications can be found on the HN Section of the SQA website – [www.sqa.org.uk](http://www.sqa.org.uk)*

# APPENDICES

## Appendix 1 – Note of updates/amendments to Arrangements Document

Description of Amendment/Update to Arrangements Document	Page Amended	Date Amended
Personal Development Planning (DE3R 34) added to Route 2 optional units on framework	5	15.2.2006
Workplace Communication in English (DE1K 33) added to Route 2 optional units on framework	5	15.2.2006
Early Education and Childcare Graded Unit 1 (F290 34) added to mandatory units on framework	5	23.10.2006
Unit code (DH26 34) added to Supporting Children Learning Through and Additional Language, where previously omitted	5	23.10.2006
Added unit code (F290 34) for replacement Graded Unit x2 where reference was made to Core Skills within Graded Unit 1.	6	23.10.2007
Added unit code (F290 34) for replacement Graded Unit x2 where reference was made to Graded Unit 1.	9	23.01.2007
Information regarding development of Exemplar for Graded Unit 1 (F290 34)	9	23.10.2007
Added the following revised Units with their codes where mentioned throughout document: Curriculum & Assessment in an Early Years & Childcare Setting (F3S3 34); Children & Young People's Rights: Provision, Protection & Participation (F3S4 34); Theoretical Approaches to Development & Learning (F3S9 34).	Throughout	11.07.2008
Added the following revised Units with their codes to Framework: Curriculum & Assessment in an Early Years & Childcare Setting (F3S3 34); Children & Young People's Rights: Provision, Protection & Participation (F3S4 34); Theoretical Approaches to Development & Learning (F3S9 34).	5	11.07.2008

