

Scottish Vocational Qualification

SVQ 2 Healthcare Support (Non-Clinical) SCQF Level 6

Awarded by **The Scottish Qualifications Authority**
Accredited from 13 July 2011 to Lapse date 31 July 2016
Group award number: GD08 22

Standards

This SVQ is based on standards developed by Skills For Health

The first code (6 digits) indicates the SQA Unit code. The code in brackets indicates the National Occupational Standards Unit code.

Structure of the SVQ

The way the SVQ is made up is shown below. The Unit title appears in bold.

To achieve the SVQ level 2, candidates are required to complete **SIX** Units, **three** Mandatory Units, and three Optional Units. At least **two** Units to be taken from Group A and a maximum of **one** from Group B.

SCQF Overall credit – Minimum 33 and Maximum 59

Core Units – You must select at all 3 of these units

FN7D 04 (GEN 97) (SCQF level 6 SCQF credit 10)

Communicate effectively in a healthcare environment

F470 04 (HSS1) (SCQF level 5 SCQF credit 8)

Make sure your own actions reduce risks to health and safety

DP7D 04 (CfA201)(SCQF level 6 SCQF credit 9)

Carry out your responsibilities at work

Optional Units

Optional Group A – You must select a minimum of 2 Units

FN7F 04 (GEN25) (SCQF level 5 SCQF credit 10)

Administer appointments

FD96 04 (CfA BA311) (SCQF level 5 SCQF credit 3)

Meet and welcome visitors

F93X 04 (CfA BAC312) (SCQF level 5 SCQF credit 3)

Provide reception services

F93Y 04 (CfA BAD332) (SCQF level 5 SCQF credit 3)

Store and retrieve information

FD9R 04 (CfA BAD411) (SCQF level 5 SCQF credit 4)

Support the organisation of meetings

F93V 04 (CfA BAA231) (SCQF level 5 SCQF credit 3)

Use office equipment

F93T 04 (CfA BAA211) (SCQF level 5 SCQF credit 4)

Produce documents in a business environment

B52Y 04 (LLUK RM/4)

Provide authorised access to records

DG38 04 (LLUK RM/1)

Protect records

DG3E 04 (LLUK RM/2)

Maintain the arrangements of records

DG3F 04 (LLUK RM/6)

Administer the current records system

DK9T 04 (HSC243) (SCQF level 6 SCQF credit 8)

Monitor, handle and maintain materials and equipment

DK9G 04 (HSC246) (SCQF level 6 SCQF credit 8)

Maintain a safe and clean environment

F97X 04 (2GEN9/10) (SCQF level 5 SCQF credit 4)

Maintain and deal with payments

FN7E 04 (GEN87) (SCQF level 5 SCQF credit 7)

Provide a table/tray service within a healthcare environment

F97P 04 (1GEN5/10) (SCQF level 4 SCQF credit 3)

Clean and store crockery and cutlery

F9DD 04 (1FS4/09) (SCQF level 4 SCQF credit 3)

Provide a counter/take-away service

F987 04 (2BS7/10) (SCQF level 5 SCQF credit 3)

Prepare and serve dispensed and instant hot drinks

FR29 04 (GEN83) (SCQF level 5 SCQF credit 5)

Deliver a trolley service in a healthcare environment

F97W 04 (2GEN4/10) (SCQF level 6 SCQF credit 4)

Maintain food safety when storing, holding and serving food

F98V 04 (2HK3/10) (SCQF level 5 SCQF credit 3)

Maintain housekeeping supplies

FN7G 04 (IPC1) (SCQF level 6 SCQF credit 7)

Minimise the risks of spreading infection by cleaning and maintaining environments in health and social care settings

F4PW 04 (C213) (SCQF level 5 SCQF credit 9)

Clean, maintain and protect hard floors

F4PX 04 (C214) (SCQF level 5 SCQF credit 3)

Clean and maintain soft floors and furnishings

F4PL 04 (C205) (SCQF level 5 SCQF credit 2)

Clean and maintain internal surfaces and areas

FM0V 04 (C111) (SCQF level 4 SCQF credit 2)

Clean a variety of surfaces using correct methods

FP0C 04 (IPC4) (SCQF level 5 SCQF credit 10)

Clean and store care equipment to minimise the risks of spreading infection

FP0E 04 (GEN81) (SCQF level 5 SCQF credit 6)

Collect linen and make beds

F0JL 04 (LDC3) (SCQF level 5 SCQF credit 5)

Classify items and make up loads for cleaning

FN7L 04 (LDC4) (SCQF level 6 SCQF credit 8)

Carry out the washing process

FN7M 04 (LDC8) (SCQF level 5 SCQF credit 6)

Press and finish garments following laundry

FN7N 04 (LDC16)

Repair, alter and maintain fabrics and materials

FN7P 04 (IPC8) (SCQF level 6 SCQF credit 7)

Minimise the risk of infection when transporting and storing healthcare waste

FP0D 04 (IPC9) (SCQF level 6 SCQF credit 7)

Minimise the risks of spreading infection when removing used linen

FN7T 04 (IPC10) (SCQF level 6 SCQF credit 7)

Minimise the risks of spreading infection when transporting linen

FN7V 04 (IPC12) (SCQF level 6 SCQF credit 7)

Minimise the risks of spreading infection when storing and using clean linen

FN7W 04 (SFL25) (SCQF level 5 SCQF credit 3)

Receive goods

FN7X 04 (SFL29) (SCQF level 5 SCQF credit 3)

Process orders for customers

FN7Y 04 (SFL30) (SCQF level 5 SCQF credit 3)

Assemble orders for dispatch

FN80 04 (SFL34) (SCQF level 7 SCQF credit 4)

Check Stock Levels and stock records

FN81 04 (CU8) (SCQF level 4 SCQF credit 3)

Transport supplies of physical resources within the work area

FN82 04 (CU15)

Assist with the maintenance of grass surfaces

FN83 04 (CU16)

Assist with maintaining structures and surfaces

FN85 04 (GEN6) (SCQF level 6 credit 10)

Manage environments and resources for use during healthcare activities

FP05 04 (GEN2) (SCQF level 5 SCQF credit 5)

Prepare and dress for work in healthcare settings

F4PV 04 (C212) (SCQF level 4 SCQF credit 3)

Deep clean equipment and surfaces

FM0W 04 (C208) (SCQF level 5 SCQF credit 2)

Clean washrooms and replenish supplies

F4PY 04 (C215) (SCQF level 5 SCQF credit 3)

Clean glazed surfaces and facades

FN87 04 (GEN9) (SCQF level 6 SCQF credit 6)

Prepare vehicles for the transport of people, materials and/or equipment within the Health Sector

FN88 04 (GEN10) (SCQF level 6 SCQF credit 7)

Collect, transport and set down passengers and/or materials and equipment within the health sector

FN89 04 (GEN11) (SCQF level 6 SCQF credit 7)

Assess and respond to accidents, breakdowns and incidents during the transportation of people, materials and/or equipment to meet health needs

FN8A 04 (RVPD2)

Drive community transport, chauffeured, taxi or private hire vehicles safely and Efficiently

F0WP 04 (PCV5) (SCQF level 5 SCQF credit 5)

Help passengers who have special needs

FP09 04 (GEN80) (SCQF level 5 SCQF credit 6)

Move and transport individuals within a healthcare environment

FT32 04 (RPVD 11)

Transport Passengers in the Community Transport Industry who have Special

Requirements

FN8D 04 (SfL MS7)

Collect Mail

FN8E 04 (MS11)

Sort Mail

FN8J 04 (SfL MS12)

Deliver Mail

FP0A 04 (GEN57) (SCQF level 5 SCQF credit 6)

Collect blood /blood products from storage for transfusion

FN8G 04 (GEN76) (SCQF level 5 SCQF credit 6)

Store and transport medical gas cylinders

FN8H 04 (GEN82) (SCQF level 5 SCQF credit 6)

Check, connect and disconnect medical gas cylinders and outlets

DK51 04 (HSC242) (SCQF level 6 SCQF credit 10)

Receive and pass on messages and information

Group B – you may select a maximum of 1 of these units

DK5R 04 (HSC241) (SCQF level 6 SCQF credit 8)

Contribute to the effectiveness of teams

FO49 04 (A4) (SCQF level 5 SCQF credit 6)

Give Customers a positive impression of yourself and your organisation

DK4L 04 (HSC232) (SCQF level 6 SCQF credit 10)

Protect yourself from the risk of violence at work

DP0F 04 (CHS36) (SCQF level 7 SCQF credit 8)

Provide basic life support

DR4F 04 (M&L D2) (SCQF level 10 SCQF credit 12)

Develop productive working relationships with colleagues and stakeholders

Copies of the National Occupational Standards/Units can be accessed via the Care Scotland pages of the SQA website – www.sqa.org.uk/carescotland.

For further information on this qualification, please contact: Care Scotland 0845 213 5471