

SVQ Promoting Independence level 3

Suggested Assessment Materials

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Introduction

The following Assessment Guidance is intended to assist you whether you are a new or existing Centre coming forward for Approval to offer specific care SVQs.

Part of the Approval requirements are that you should develop assessment materials for several of the Units you intend to offer. This is to give SQA confidence that you understand the content of the Unit, know what evidence is appropriate and have addressed issues of standardisation in relation to these Units.

This is sometimes difficult when the National Occupational Standards ask that evidence is derived from '*real work activities*'.

However, a proper understanding of the content of an SVQ Unit will ensure the assessor knows what kinds of work practice (ie real work activities) should be observed and what to advise the candidates in relation to the generation of evidence which will meet the Standards.

This Assessment Guidance is exactly what it says — *guidance*.

There is information on the mandatory Units and a selection of options for all the level 3 Care SVQs — Care, Promoting Independence and Caring for Children and Young People.

It gives examples of the kinds of areas of work and activities which might be used to demonstrate candidate competence. In your Approval submission, you can use these suggestions but should make them more specific to your own work setting.

We hope you find this short document helpful.

Thanks to our EVs who put this together — Jenny Hatton for the evidence suggestions, and Fiona Fraser for proof reading.

Carla Findlay
Care Scotland Manager
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The following is a list of activities and products that *could* be used to demonstrate competence in Promoting Independence at level 3.

The list is not exhaustive and the items listed are suggestions and not requirements and therefore should be used only as a guide.

Unit	Typical activities and products
O2 — Promote Peoples' Equality, Diversity and Rights	<p>The evidence for this Unit should be gathered alongside that of the other Units.</p> <p>Candidate's Reflective Accounts of their interactions with others.</p> <p>Records of Care Plans/Case Review Reports/Team meetings/Service User's meetings etc. These should demonstrate how the candidate has promoted the service users' legal and personal rights, eg to make informed choices, be treated as an individual, encouraged to express their views and information about them kept confidential.</p> <p>There is a requirement that <i>most</i> of each element is observed by an assessor.</p>
CL1 — Promote Effective Communication and Relationships	<p>Candidate's Reflective Account of their interactions with others, eg at a meal time, during an outing, talking to someone when they're upset, helping with putting to bed. This can also be through communicating with colleagues, carers, family etc.</p> <p>Records of Care Plans/Case Review Reports/Team Meetings/Service User's meetings etc. These should demonstrate how the candidate ensures everyone has their say and where appropriate different methods/aids to communication are explored.</p> <p>There is a requirement that <i>most</i> of each element is observed by an assessor.</p>
CU1 — Promote, Monitor and Maintain Health, Safety and Security in the Workplace	<p>Candidate's Reflective Account of their actions regarding safe practices – use of protective clothing/reporting damage or unsafe practices.</p> <p>Records of Fire Tests and Drills/Accident Forms/Significant Occurrence Forms/Risk Assessments etc.</p> <p>Moving and Handling/Food Hygiene/First Aid Certificates.</p> <p>Witness Testimony/Simulation of a Health Emergency situation.</p>

<p>SC8 — Contribute to the Development, Provision and Review of Care Programmes</p>	<p>Records of Assessments/Care Plans/Case Review Reports/Team meetings/Service User’s meetings etc.</p> <p>Letters of invitation to meetings.</p> <p>Notes/Records to demonstrate that the Service User and appropriate others were consulted and kept informed of any changes/development.</p>
<p>Z1 — Contribute to the Protection of Individuals from Abuse</p>	<p>Candidate’s Reflective Account of their actions in situations of abusive behaviour.</p> <p>NB The abuse referred to can be either physical, verbal, sexual, financial, emotional etc, and inflicted by self as well as others eg through the misuse of drug/alcohol/self-harm.</p> <p>Records of Violent Incidents/Significant Occurrences/Risk Assessments/Care Plans/Case Reviews/Team meetings etc.</p> <p>Witness Testimony/Simulation of an incident of abusive behaviour.</p>
<p>CL2 — Promote Communication with Individuals where there are Communication Differences</p>	<p>Candidate’s Reflective Account of their interactions with others with communication differences, eg those with hearing/sight/speech difficulties but this could also be due to previous life experiences which have resulted in service users being unable to express their opinions in a ‘socially acceptable’ way.</p> <p>This can also be through communicating with colleagues, carers, family etc.</p> <p>Records of Care Plans/Case Review Reports/Team meetings/Service User’s meetings etc. These should demonstrate how the candidate ensures everyone has their say and where appropriate different methods/aids to communication are explored.</p> <p>Letters/Notes involving Interpreters/Advocates etc.</p>
<p>CU5 — Receive, Transmit, Store and Retrieve Information</p>	<p>Records of updating Care Plans/Case Review Reports/Team meetings/Service User’s meetings etc.</p> <p>Copies of Letters/Notes/Faxes etc.</p> <p>There is a requirement that <i>most</i> of each element is observed by an assessor.</p>

<p>CU9 — Contribute to the Development and Effectiveness of Work Teams</p>	<p>Records of Presentations at meetings/Supervision Sessions/Staff Appraisals/Team Meetings/Case Conferences etc, where there has been discussion about methods and strategies of working with individuals.</p> <p>Candidate's Reflective Account of their interactions with others where they have discussed their own and others' work practice and methods of development to improve the service.</p>
<p>NC8 — Enable Individuals and their Families to Address Issues which affect their Health and Social Well-being</p>	<p>Candidate's Reflective Account of their interactions with others when addressing issues of physical/emotional/social health etc.</p> <p>Records of Care Plans/Case Review Reports/Team meetings/Contracts/Working Agreements/Service User's meetings/Family meetings etc, that demonstrate the above issues have been discussed.</p>
<p>SC1 — Contribute to the Assessment of Individuals' Needs and the Planning of Care Packages</p>	<p>Records of Assessments/Care Plans/Case Review Reports/Team meetings/Service User's meetings etc.</p> <p>Letters of invitation to meetings.</p> <p>Notes/Records to demonstrate that the Service User and appropriate others were consulted and kept informed of any changes/developments.</p>
<p>SC3 — Contribute to the Monitoring and Review of Care Packages</p>	<p>Records of Assessments/Care Plans/Case Review Reports/Team meetings/Service User's meetings etc, which demonstrate that the effectiveness of plans has been evaluated against agreed goals.</p> <p>Letters of invitation to meetings.</p> <p>Notes/Records to demonstrate that the Service User and appropriate others were consulted and kept informed of any changes/development.</p>

<p>SC14 — Establish, Sustain and Disengage from Relationships with Clients</p>	<p>Records of Assessments/Care Plans/Case Review Reports/Team meetings/Service User’s meetings etc, that demonstrate steps taken to introduce and build relationships with service users, eg an activity/individual/groupwork programme.</p> <p>Letters of invitation to meetings.</p> <p>Notes/Records to demonstrate that the Service User and appropriate others were consulted and kept informed of any changes/development.</p> <p>Contracts/Working Agreements which clearly indicate the expectations of all for a specific period of time.</p> <p>Candidate’s Reflective Account of their interactions with others in relation to establishing a relationship, eg organising to spend time with a service user, clarifying the purpose of their meetings and the expectations of both parties.</p>
<p>W1 — Support Individuals in Developing and Maintaining their Identity and Personal Relationships</p>	<p>Records of Assessments/Care Plans/Case Review Reports/Team meetings/Service User’s meetings etc, that demonstrate the candidate’s part in supporting the individual to express their opinions and views.</p> <p>Notes/Records of activities/outings etc. with service user in order to boost self-esteem, eg healthy eating plans/shopping trips/exercise/Arts & Crafts/Life Story Book.</p>
<p>W5 — Support Clients with Difficult or Potentially Difficult Relationships</p>	<p>Records of Assessments/Care Plans/Case Review Reports/Team meetings/Service User’s meetings etc, that demonstrate the candidate’s part in supporting the individual to express their opinions and views.</p> <p>Records/Notes of meetings regarding discussions about and/or meetings with friends/family etc.</p> <p>Candidate’s Reflective Account demonstrating interactions with others in a social setting and enabling the service user to consider their reactions/behaviour with others.</p>

<p>X2 — Prepare and Provide Agreed Development Activities for Clients</p>	<p>Records of Assessments/Care Plans/Activities/Daily/Weekly Programmes/Case Review Reports/Team meetings/Service User's meetings etc.</p> <p>Notes/Records to demonstrate that the Service User and appropriate others were consulted and kept informed of any changes/development.</p> <p>Contracts/Working Agreements which clearly indicate the expectations of all for a specific period of time.</p>
<p>Y2 — Enable Individuals to Find Out About and Use Services and Facilities</p>	<p>Resource File compiled or contributed to by Candidate about any relevant Services/Facilities, eg Cinemas/Bus/Train Timetables/Doctors/Lawyers/Libraries/Health Centres/Sports Centres.</p> <p>Records of Care Plans/Activities/Daily/Weekly Programme etc, that demonstrate the support given to the service user's to find out about and/or use the above services/facilities.</p> <p>Candidate's Reflective Account regarding the support given and an acknowledgement that the extent of the support will lessen as the service user grows in confidence, eg shopping/cooking/travelling.</p>
<p>Y3 – Enable Individuals to Administer their Financial Affairs</p>	<p>Records/Notes regarding the assistance given to service users in managing their own money, eg shopping/paying bills/Board & Lodgings.</p> <p>Records/Notes regarding the assistance given to service users in Claiming benefits/allowances and the collection of these, eg Disability Living Allowance/Pensions/Housing Benefit.</p> <p>Candidate's Reflective Account demonstrating the advice given and that service users are empowered to make their own choices.</p>
<p>Y4 – Support Individuals in Undertaking Health Care</p>	<p>Records/Notes of assisting service users to change and/or apply dressing to wounds etc.</p> <p>Records/Notes of assisting service users to obtain, eg urine/blood specimens/check weight/height.</p> <p>Records/Notes of assisting service users to manage and administer their own medication where appropriate.</p> <p>Candidate's Reflective Account regarding enabling and empowering the service user to make informed choices and to be as self-managing as possible.</p>

<p>Y5 — Assist Individuals to Move from a Supportive to a More Independent Living Environment</p>	<p>Records of Assessments/Care Plans/Case Review Reports/Team meetings/Service User’s meetings etc, that demonstrate the candidate’s part in supporting the individual to express their opinions and views.</p> <p>Records/Notes demonstrating the candidate’s encouraging the service user to make informed choice about where they want to live/furniture/furnishings/crockery/cutlery etc.</p> <p>Candidate’s Reflective Account demonstrating how they encouraged informed choice and did not influence the service user.</p>
<p>Z2 – Contribute to the Provision of Advocacy for Individuals</p>	<p>Records of Assessments/Care Plans/Case Review Reports/Team meetings/Service User’s meetings etc, that demonstrate the candidate’s part in supporting the individual to establish their need for the services of an advocate, eg Lawyer/Childrens Rights Officer/Enable/Befriender.</p> <p>Records/Notes regarding obtaining the above services, representing the views of others at meetings either formally or informally, eg at a Case Review/Housing Department/Children’s Panel Hearing/School/Work Placement.</p> <p>Records of Assessments/Care Plans/Case Review Reports/Team meetings/Service User’s meetings etc, that demonstrate the candidate’s part in supporting the individual to evaluate how effective the services of the advocate were.</p> <p>Candidate’s Reflective Account demonstrating how they enable the individual to make an informed choice.</p>
<p>Z7 – Contribute to the Movement and Handling of Individuals to Maximise their Physical Comfort</p>	<p>Moving and Handling Certificate.</p> <p>Records/Notes/Assessments/Risk Assessments/Care Plans/Case Reviews etc, which demonstrate the candidate’s contribution to discussions and agreements about the type of equipment to use and the best methods of using these, eg hoists, trapezes, slings. These should also demonstrate how much assistance is required and how often movement should take place to avoid pressure sores.</p> <p>Candidate’s Reflective Account demonstrating how they involved the service user in discussions and agreements encouraging and enabling informed choice. The candidate should also demonstrate how they kept the service user informed of the actions they were about to take.</p>