



August 2021

Subject guidance for internally assessed qualifications in 2021–22

Please read this document in conjunction with guidance for the assessment of internally assessed qualifications issued to centres in August 2021.

Group award title:	HNC Additional Support Needs: Supporting the Individual HND Additional Support Needs: Managing and Supporting the Services
Group award code:	HNC: G8P2 15 HND: G8PA 16

Introduction

This subject-specific guidance has been produced to assist centres to continue delivery of the HNC Additional Support Needs (ASN): Supporting the Individual and the HND ASN: Managing and Supporting the Services, and to find ways to mitigate the impact of COVID-19 restrictions. Due to restrictions on colleges, workplaces and movement of people, we recognise the need for flexible approaches to the delivery and assessment of these awards.

Context and issues

The HNC ASN: Supporting the Individual is recognised for registration with the Scottish Social Services Council (SSSC) for practitioners working in settings which are subject to regulation and inspection by the Care Inspectorate, including special schools, early-years care settings, residential care settings and pre- and after school care. Practitioners in such settings require to be registered; practitioners supporting children and young adults in mainstream educational settings do not.

The SSSC has said that applicants for registration with an academic award may do so on the basis that the required workplace practice is achieved within two years. The key issue is the requirement for workplace experience to be evidenced for registration. The SSSC has said that it will allow applicants for registration a period of two years to complete workplace experience.

The HNC contains a double credit unit: Additional Support Needs: Workplace Practice Experience (F2CA 34).

It is anticipated, based on previous years, that most learners will progress to Year 2 of the HND. In this case, all outstanding assessment for the unit should be completed in Year 2.

The HNC is predominately a knowledge-based course consisting of nine mandatory credits and three optional credits. There are no SVQ units embedded in this particular programme. The mandatory section comprises four double credit units, including the Workplace Experience unit and a single credit Graded Unit:

- ◆ ASN: Principles of Practice (F1VE 34)
- ◆ ASN: The Effects on Human Development (F1TW 34)
- ◆ ASN: Theoretical Approaches to Learning (F2C9 34)
- ◆ ASN: Workplace Practice Experience (F2CA 34)
- ◆ Graded Unit (F2CC 34)

There is a wide range of optional units from which to choose. We believe that learners would have no difficulty in gathering and presenting evidence for assessment from the mandatory units to show that they can meet the requirements of the Graded Unit (ie to plan, develop and evaluate) — the component units offer ample opportunity for this and centres are well used to holistic assessment.

A wide range of methods can continue to be used to deliver and assess the HNC and HND ASN.

We recognise that the learning environment and social landscape remains very challenging, with more remote and blended-learning approaches and significantly less opportunity for face-to-face delivery and assessment. Learners should, wherever possible, continue to engage in learning, teaching, and gathering evidence.

Remote delivery can provide the opportunity for tutor-led discussions, observation of work practice and peer feedback. Assessment methods may include written and recorded oral evidence, such as extended responses based on case studies and simulated scenarios, personal journals and reflective accounts. This can be safely carried out utilising online platforms and communication technology.

Health, safety, privacy and care

It should be noted that, to ensure the safety and confidentiality of all participants, any group work must be observed at all times by the tutor (lecturer) leading on this aspect of teaching.

Course Aims

The specific aims of the HNC ASN: Supporting the Individual are:

- ◆ to develop the learner's interpersonal and communication skills
- ◆ to acquire knowledge of statutory and third-sector services and related legislation and policies
- ◆ to become familiar with the techniques of learning and teaching used in planning and presenting a learning programme across the range of learning environments

- ◆ to develop skills conducive to effective team work within the range of environments within social services and education
- ◆ to provide the learner with practical experience to demonstrate the skills of the reflective practitioner
- ◆ to provide an opportunity for those who are not yet employed, but who wish to undertake education and training, to achieve recognised competencies to increase their employment chances

The specific aims of HND ASN: Managing and Supporting the Services are:

- ◆ to develop first-line managerial skills through acquiring knowledge of management styles
- ◆ to develop the learner's interpersonal and communication skills
- ◆ to develop the learner's ability to manage meetings and present reports
- ◆ to develop the learner's human resource management skills within team working
- ◆ to design, implement and lead staff in undertaking and evaluating client-based learning experiences
- ◆ to research the relationship between statutory and third-sector services through legislation and policies, implementing as appropriate
- ◆ to provide the learner with practical experience to demonstrate, analyse and evaluate existing practice and to use that knowledge and learning to adapt practice, while using the skills of the reflective practitioner

If you have any questions, please contact qualification.development@sqa.org.uk.