

Unit Title:	Manage induction in health and social care or children and young people's settings
Sector unit number	O35
Level:	4
Credit value:	3
Guided learning hours:	21
Unit Reference Number:	T/602/2574

Unit purpose and aim

The purpose of this unit is to assess the learner's knowledge, understanding and skills for managing induction in health and social care or children and young people's settings.

Learning Outcomes	Assessment Criteria	Exemplification
The Learner will: <p>1 Understand the purpose of induction for health and social care or children and young people's settings</p>	The Learner can: <p>1.1 Explain why induction is important for practitioners, individuals and organisations</p> <p>1.2 Identify information and support materials that are available to promote effective induction</p> <p>1.3 Explain the link between induction processes, qualifications and progression routes in the sector</p> <p>1.4 Analyse the role of the induction process in supporting others to understand the values, principles and agreed ways of working within a work setting</p> <p>1.5 Analyse the role of induction in safeguarding individuals and others within a work setting</p>	<p>Practitioners could include:</p> <ul style="list-style-type: none"> • new recruits • existing employees who have taken on additional responsibilities • existing employees who have taken on a new role • temporary or agency workers • workers transferring from another setting • students on placement • volunteers <p>Individuals are those accessing care or services</p> <p>Agreed ways of working will include policies and procedures where these exist.</p>

Learning Outcomes	Assessment Criteria	Exemplification
2 Be able to manage the induction process in health, social care and children and young people's work settings	2.1 Explain the factors that influence induction processes for practitioners 2.2 Develop an induction programme in agreement with others 2.3 Manage the induction process for practitioners	Factors that influence could include: <ul style="list-style-type: none"> • job descriptions • levels of responsibility • previous experience • qualification status • availability of others • organisational culture • organisational requirements • individual needs
3 Be able to support the implementation of induction processes in health, social care and children and young people's work settings	3.1 Identify different methods that can be used to support the induction process for practitioners 3.2 Support others involved in the induction of practitioners 3.3 Obtain feedback from others on practitioners achievement of identified induction requirements 3.4 Support practitioners to reflect on their learning and achievement of induction requirements 3.5 Provide feedback to practitioners on achievement of induction requirements 3.6 Support personal development planning for a practitioner on completion of induction	
4 Be able to evaluate the induction process in health and social care or children and young people's settings	4.1 Explain the importance of continuous organisational improvement in the provision of induction 4.2 Obtain feedback on the induction process from practitioners 4.3 Obtain feedback on the induction process from others in the work setting 4.4 Use feedback to identify areas for improvement within the induction process	Others may include: <ul style="list-style-type: none"> • Workers/Practitioners • Carers • Significant others • Individuals who access services • Line managers • Other professionals

Learning Outcomes	Assessment Criteria	Exemplification
5 Be able to implement improvements to the induction process in health and social care or children and young people's settings	5.1 Work with others to identify improvements within the induction process 5.2 Work with others to implement changes required to address areas for improvement within the induction process	

Assessment

This unit needs to be assessed in line with the Skills for Care and Development QCF Assessment principles.

Assessment decisions for competence based learning outcomes (eg those beginning with 'Be able to') must be made in a real work environment by an occupationally competent assessor. Any knowledge evidence integral to these learning outcomes may be generated outside of the work environment but the final assessment decision must be within the real work environment.

This unit is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work. This unit may be assessed using any method, or combination of methods, which clearly demonstrates that the learning outcomes and assessment criteria have been met. This unit requires workplace assessment of occupational competence.

Competence based assessment must include direct observation as the main source of evidence.

Guidance on assessment and evidence requirements

OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing learning programmes.

Details of relationship between the unit and national occupational standards

This unit has been developed by Skills for Care and Development in Partnership with Awarding Organisations. It provides a key progression route between education and employment (or further study/training leading to employment). It is directly relevant to the needs of employers and relates to national occupational standards developed by Skills for Care and Development.

As such, the unit may provide evidence for the following national occupational standards in the children and young people's workforce developed by Skills for Care and Development.

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Administrative Guide for Vocational Qualifications*' (A850).

The *OCR Children and Young People's Workforce Centre Handbook* contains important information for anyone delivering, working towards or involved with the Children and Young People's Workforce qualifications, of which this unit forms a part. This can be downloaded from OCR's website www.ocr.org.uk.

This unit is a shared unit. It is located within the subject/sector classification system 01 Health, Public Services and Care and 01.5 Child Development and Well Being.