

# Leadership for Health and Social Care Services

Level 5 Diploma in Leadership for Health and Social Care and Children and Young

People's Services (Adults) (England)

Scheme code 09624, 09625, 09626

Centre Handbook

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# 1 Introduction

This centre handbook provides information for centre staff involved in the planning, delivery and assessment of the following qualification which has been accredited onto the Qualifications and Credit Framework (QCF).

## **OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Residential Management)**

**The OCR scheme code for this qualification is 09624**

## **OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Management)**

**The OCR scheme code for this qualification is 09625**

## **OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Advanced Practice)**

**The OCR scheme code for this qualification is 09626**

It is important that centre staff involved in the delivery of the above qualifications understand the requirements laid down in this handbook. Centres should therefore ensure that all staff involved in the delivery of these qualifications have access to this document.

## 1.1 The OCR Diplomas in Leadership for Health and Social Care and Children and Young People's Services

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The OCR Diplomas in Leadership for Health and Social Care and Children and Young People's Services provide candidates with high quality, nationally recognised qualifications. They are vocationally-related, credit-based qualifications that provide valuable opportunities for individuals to develop skills, gain underpinning knowledge and understanding and demonstrate competence in the workplace. They support achievement of Key Skills/Functional Skills/Essential Skills and relate to national occupational standards (NOS).

The awarding body for these qualifications is Oxford Cambridge and RSA Examinations (OCR) and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual).

These qualifications have been accredited onto the Qualifications and Credit Framework (QCF). They are endorsed by Skills for Care and Development, the sector body for Health and Social Care.

## 1.2 Administration arrangements for this qualification

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A separate publication, the *Admin guide: Vocational Qualifications (A850)*, provides details of the administration arrangements for these qualifications. The Admin Guide is available to download from our website: [www.ocr.org.uk](http://www.ocr.org.uk).

## 1.3 What is the Qualifications and Credit Framework (QCF)?

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The QCF is a unit and credit-based regulatory framework which replaces the National Qualifications Framework (NQF). It is a way of recognising skills and qualifications by awarding credit for qualifications and units achieved.

## 1.4 If centre staff have queries

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This Centre Handbook and the Admin Guide contain all the information needed to deliver and administer these qualifications. If centre staff has any queries about these qualifications that are not answered in this publication, they should refer to the section [Further support and information](#) for details of who to contact. Support is also available on the OCR webpages for this qualification.

## 1.5 Documentation updates

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The information provided in this handbook was correct at the time of production. Occasionally OCR may update this information. Please refer to the qualification webpages at [www.ocr.org.uk](http://www.ocr.org.uk) for details regarding updates to this qualification. The latest version of this handbook is available to download from the OCR website.

## 2 General information

### 2.1 Qualification profile

<b>Title</b>	OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Residential Management)			
<b>OCR code</b>	09624			
<b>QAN</b>	600/1250/X (Qualification Accreditation Number)			
<b>Level</b>	This qualification has been accredited on to the Qualifications and Credit Framework (QCF) at Level 5			
<b>Qualification structure</b>	<p>The credit required for this qualification is 80.</p> <p>To achieve this qualification, candidates must complete a total of 80 credits 52 credits from Mandatory Group A, a minimum of 12 credits from Group B, a minimum of 1 credit and maximum of 6 credits from Group C and the remaining credits from Group B and/or D</p>			
<b>Age group approved</b>	Pre-16	16-18	18+	19+
				✓
<b>This qualification is suitable for</b>	This qualification is best suited to those who are already working in a management role in a care home, nursing home or in a residential care setting for adults; or those who are responsible for planning services, measuring performance and delivering continuous improvement in care services.			
<b>Entry requirements</b>	There are no formal entry requirements for this qualification.			
<b>Assessment</b>	<p>This qualification is pass/fail.</p> <p>This qualification is internally assessed by centre staff and externally verified by OCR Assessors.</p>			
<b>Funding</b>	<p>For details on eligibility for public funding please refer to the following websites:</p> <p><a href="http://www.dcsf.gov.uk/section96/">http://www.dcsf.gov.uk/section96/</a></p> <p><a href="http://skillsfundingagency.bis.gov.uk/">http://skillsfundingagency.bis.gov.uk/</a></p>			
<b>Performance figures</b>	<p>For information on this qualification's contribution to performance measurement please see the Ofqual's National Database of Accredited Qualifications (NDAQ): <a href="http://www.accreditedqualifications.org.uk">http://www.accreditedqualifications.org.uk</a></p>			
<b>Last entry date*</b>	31/03/2014			
<b>Last certification date*</b>	31/03/2017			

<b>Title</b>	OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Management)			
<b>OCR code</b>	09625			
<b>QAN</b>	600/1250/X (Qualification Accreditation Number)			
<b>Level</b>	This qualification has been accredited on to the Qualifications and Credit Framework (QCF) at Level 5			
<b>Qualification structure</b>	The credit required for this qualification is 80. To achieve this qualification, candidates must complete a total of 80 credits 53 credits from Mandatory Group A, a minimum of 12 credits from Group B, a minimum of 1 credit and maximum of 6 credits from Group C and the remaining credits from Group B and/or D			
<b>Age group approved</b>	Pre-16	16-18	18+	19+
				✓
<b>This qualification is suitable for</b>	This qualification is best suited to those who are already working in a management role in a care home, nursing home or in a day care setting for adults; or those who are responsible for planning services, measuring performance and delivering continuous improvement in care services.			
<b>Entry requirements</b>	There are no formal entry requirements for this qualification.			
<b>Assessment</b>	This qualification is pass/fail. This qualification is internally assessed by centre staff and externally verified by OCR Assessors.			
<b>Funding</b>	For details on eligibility for public funding please refer to the following websites: <a href="http://www.dcsf.gov.uk/section96/">http://www.dcsf.gov.uk/section96/</a> <a href="http://skillsfundingagency.bis.gov.uk/">http://skillsfundingagency.bis.gov.uk/</a>			
<b>Performance figures</b>	For information on this qualification's contribution to performance measurement please see the Ofqual's National Database of Accredited Qualifications (NDAQ): <a href="http://www.accreditedqualifications.org.uk">http://www.accreditedqualifications.org.uk</a>			
<b>Last entry date*</b>	31/03/2014			
<b>Last certification date*</b>	31/03/2017			

<b>Title</b>	OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Advanced Practice)			
<b>OCR code</b>	09626			
<b>QAN</b>	600/1250/X (Qualification Accreditation Number)			
<b>Level</b>	This qualification has been accredited on to the Qualifications and Credit Framework (QCF) at Level 5			
<b>Qualification structure</b>	The credit required for this qualification is 80. To achieve this qualification, candidates must complete a total of 80 credits 41 credits from Mandatory Group A, a minimum of 1 credit and maximum of 6 credits from Group B and the remaining credits from Group C			
<b>Age group approved</b>	Pre-16	16-18	18+	19+
				✓
<b>This qualification is suitable for</b>	This qualification is best suited to those who are already working in a management role in a care home, nursing home, day care setting or in a residential care setting for adults; or those who are responsible for planning services, measuring performance and delivering continuous improvement in care services.			
<b>Entry requirements</b>	There are no formal entry requirements for this qualification.			
<b>Assessment</b>	This qualification is pass/fail. This qualification is internally assessed by centre staff and externally verified by OCR Assessors.			
<b>Funding</b>	For details on eligibility for public funding please refer to the following websites: <a href="http://www.dcsf.gov.uk/section96/">http://www.dcsf.gov.uk/section96/</a> <a href="http://skillsfundingagency.bis.gov.uk/">http://skillsfundingagency.bis.gov.uk/</a>			
<b>Performance figures</b>	For information on this qualification's contribution to performance measurement please see the Ofqual's National Database of Accredited Qualifications (NDAQ): <a href="http://www.accreditedqualifications.org.uk">http://www.accreditedqualifications.org.uk</a>			
<b>Last entry date*</b>	31/03/2014			
<b>Last certification date*</b>	31/03/2017			

\*OCR will inform centres of changes to these dates. Please refer to our website [www.ocr.org.uk](http://www.ocr.org.uk) for current dates. All centre records must be updated accordingly.

## 2.2 Target market

These qualifications are aimed at those who are already working in a management role in a care home, nursing home or day care centre, or are responsible for planning services, measuring performance and delivering continuous improvement in care services.



## 2.3 Qualification aims

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These qualifications assess the underpinning knowledge and understanding and the skills required of learners working in a management role in a care home, nursing home or day care centre, and those that are responsible for planning services, measuring performance and delivering continuous improvement in care services.

These qualifications specifically aim to:

- recognise the learner's understanding of leadership and management in the health and social care sector
- evaluate the learner's application of knowledge in the workplace
- provide accreditation for the essential knowledge, understanding and competence needed by those working in a management role within a health and social care setting.

## 2.4 Entry requirements

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These qualifications are available to anyone who is capable of reaching the required standards. They have been developed free from any barriers that restrict access or progression thereby promoting equal opportunities.

All centre staff involved in the assessment or delivery of these qualifications should understand the requirements of these qualifications and match them to the needs and capabilities of individual candidates before entering them as candidates for this qualification.

There are no formal requirements for entry to these qualifications.

## 2.5 Unique Learner Number (ULN)

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It is an Ofqual requirement that Awarding Bodies must capture the Unique Learner Number (ULN) for all candidates who have claimed certification for these qualifications. Where a candidate has a ULN, you should enter their number in the ULN field of the entry form. For candidates who do not have a ULN, a claim will still be accepted if you leave this field blank but OCR will not be able to send these achievements to the Diploma Aggregation Service. Further information about this can be found in the *Admin guide: Vocational Qualifications (A850)* available to download from [www.ocr.org.uk](http://www.ocr.org.uk).

## 2.6 Progression opportunities

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These qualifications have been designed to encourage progression. Candidates may choose further study in this sector, or use the units from these qualifications in different sectors.

## 2.7 Supporting OCR candidates

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Centres should ensure that candidates are informed of the title and level of the qualification they have been entered for and that Oxford Cambridge and RSA Examinations (OCR) is the awarding body for their chosen qualification.

Centre staff should provide guidance to candidates on the assessment process and help candidates prepare for assessment. Full details on how the units are assessed are in sections 3 and 6 of this centre handbook.

## 2.8 Wider issues

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These qualifications provide potential for centres to develop candidates' understanding of spiritual, moral, ethical, social and cultural issues and heighten candidates' awareness of environmental issues, health and safety considerations and European developments.

### Spiritual, moral, ethical, social and cultural issues

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Centre staff delivering a course that supports these qualifications would have opportunities to address spiritual, moral, ethical, social and cultural issues. For example in Mandatory unit 3, Champion equality, diversity and inclusion candidates are required to understand how to develop systems and processes that promote diversity, equality and inclusion.

### Environmental issues, health and safety considerations and European developments

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Centre staff delivering a course that supports these qualifications may have opportunities to address environmental issues, health and safety considerations and European developments depending on the method of delivery/choice of teaching materials. For example candidates are expected to know the legislative framework for health, safety and risk management in the work setting. Candidates are also required to demonstrate compliance with health, safety and risk management procedures.

## 2.9 Guided learning hours

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Each of the units in these qualifications are allocated a number of guided learning hours (glh) which indicates the approximate number of hours for teacher supervised or directed study time and assessment.

## 2.10 Funding

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These qualifications are accredited at Level 5 of the Qualifications and Credit Framework and are eligible for funding under Section 96 and/or Skills Funding Agency. For details on eligibility for public funding please refer to the following websites:

<http://www.dcsf.gov.uk/section96/>

<http://skillsfundingagency.bis.gov.uk/>

## 2.11 Mode of delivery

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OCR does not specify the mode of study or specify a time limit for the achievement of these qualifications other than the expiry dates for entry and certification laid down by the regulatory authorities detailed in the qualification profiles.

Centres are free to deliver these qualifications using any mode of delivery that meets the needs of their candidates. Whatever mode of delivery is used, centres must ensure that candidates have appropriate access to the resources identified below.

Centres should consider the candidates' complete learning experience when designing learning programmes. This is particularly important in relation to candidates studying part time alongside real work commitments where candidates may bring with them a wealth of experience that should be utilised to maximum effect by centre staff.

## 2.12 Resources

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OCR strongly advises that teaching and development of subject content and associated skills be referenced to real vocational situations, through the utilisation of appropriate work-based contact, vocationally experienced delivery personnel, and real life case studies.

Candidates should be encouraged to read around the subject and have an appropriate knowledge of the application of the appropriate legislation (eg Health and Safety).

Staff conducting assessment must understand fully the requirements of this qualification. Centres should ensure that appropriate physical resources are made available to candidates.

Centres will need to provide appropriate assessment facilities for candidates that comply with the regulations laid down by OCR in the *Admin guide: Vocational Qualifications (A850)* and the *JCQ Instructions for Conducting Examinations*, available on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

Centres will need to meet the above requirements when they seek centre approval from OCR.

## 2.13 Delivery in Wales and Northern Ireland

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The recognition of these qualifications in relation to the health and social care workforce is applicable in England only.

Learners in Wales or Northern Ireland should confirm local requirements and where appropriate access the Level 5 qualifications that has been approved for recognition in Wales and Northern Ireland.

Details of these qualifications are available on the OCR website.

Further information concerning the provision of assessment materials in Welsh and Irish may be obtained from the OCR Customer Contact Centre: 024 76 851509.

## 2.14 Access arrangements and special consideration

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Adjustments to standard assessment arrangements are made on the basis of the individual needs of candidates.

It is important, therefore, that centres identify as early as possible whether candidates have disabilities or particular difficulties that will put them at a disadvantage in the assessment situation and select an appropriate qualification or adjustment that will allow them to demonstrate attainment.

The responsibility for providing adjustments to assessment is one which is shared between OCR and the centre. Centre staff should consult the 'Joint Council of Qualifications' (JCQ) booklet *Access Arrangements, Reasonable Adjustments and Special Consideration* [www.jcq.org.uk](http://www.jcq.org.uk).

This document should also be referred to for those candidates who may require a post examination adjustment, special consideration (to reflect temporary illness, indisposition or injury), at the time of the examination/assessment.

For further guidance on access arrangements and special consideration please refer to OCR's *Admin guide: Vocational Qualifications (A850)* on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## 2.15 Results enquiries and appeals

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Please refer to the *Admin guide: Vocational Qualifications (A850)* which can be downloaded from the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## 2.16 Centre malpractice guidance

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It is the responsibility of the Head of Centre\* to report (in writing) all cases of suspected malpractice involving centre staff or candidates, to the OCR Standards Division.

When asked to do so by OCR, Heads of Centres are required to investigate instances of malpractice promptly, and report the outcomes to the OCR Standards Division.

Further information is contained in the JCQ publication: *Suspected Malpractice in Examinations and Assessments* which is available from [www.jcq.org.uk](http://www.jcq.org.uk) together with OCR's *Malpractice Procedures – A Guide for Centres*.

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\* The Head of Centre is defined as the most senior officer in the organisation, directly responsible for the delivery of OCR qualifications, eg the Principal of a College, the Head Teacher of a school, the Managing Director of a Private Training Provider or the Group Training Manager of a major company.

# 3 Assessment

## 3.1 Assessment: How it works

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It is the assessor's role to satisfy themselves that evidence is available to meet all assessment requirements for all learning outcomes and assessment criteria before they can decide that a candidate has completed a unit. Where questioning the candidate or simulation (if permitted) have been used, assessors must be satisfied that the candidate will be competent under these conditions or in these types of situations in the workplace in the future.

Candidates may claim accreditation of prior achievement for any of the units, as long as the evidence fully meets the criteria and the candidate can prove that it is all their own work. It is important that assessors are convinced that the competence claimed is still current. If the assessors have some doubts, they should take steps to assess the candidate's competence directly. An initial assessment of candidates is strongly recommended (see **Initial assessment**).

When assessors are satisfied that the candidate has met all of the requirements for a unit, they must confirm this by signing an evidence record sheet for that unit to show that the assessment process is complete.

## 3.2 Initial assessment of candidates

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It is important for centres to carry out some form of initial assessment that identifies what competence and knowledge a candidate already has and the gaps that they need to look at. This will help plan the assessment because it allows assessors to help candidates understand the best place to start collecting evidence. It will also identify units which candidates might have difficulty finishing.

## 3.3 Assessment planning

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Assessors must take responsibility for assessment planning with candidates. This will involve agreeing a number of issues with candidates including:

- finding the best source of evidence to use for particular units
- finding the best way of assessing the candidate
- confirming the best times, dates and places for the assessments to take place.

Assessors must make a note of their assessment planning and regularly give feedback to candidates.

## 3.4 Making assessment decisions

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It is not necessary for candidates to meet all the criteria every time they carry out an activity but **it is necessary that all candidates produce their own evidence to meet all assessment criteria**. They must consistently provide enough evidence for assessors to believe that the candidate is competent in their working environment.

Assessors should:

- plan with the candidates
- assess candidate performance, knowledge and understanding
- look at the evidence
- question and give feedback to the candidate working towards this qualification.

They should also be satisfied that the candidate has demonstrated competence when meeting the assessment criteria.

All criteria must be completed before the assessor can sign the unit off as complete.

Full details of the administration arrangements associated with these qualifications are included in the *Admin guide: Vocational Qualifications (A850)* which can be downloaded from the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

These qualifications contain a combination of units which assess the knowledge and understanding which underpins practice in this area as well as units which assess candidates' competence, ie their ability to competently carry out a range of tasks in the workplace. A combination of assessment methods will be adopted to meet the requirements of these knowledge based and competence based units.

Assessment decisions for competence-based learning outcomes, ie those identified in the unit assessment requirements as having to be made in the workplace, 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 decisions must be within the real work environment.

Assessment decisions for competence based learning outcomes, ie those identified in the unit assessment requirements as having to be made in the workplace, must be made by an assessor qualified to make assessment decisions.

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

Simulation may only be used as an assessment method for competence based learning outcomes where this is specified in the assessment requirements of the unit.

Expert witnesses can be used for direct observation where:

- They have occupational expertise for specialist areas, or
- the observation is of a particularly sensitive nature.

Expert witnesses must

- have a working knowledge of the QCF units on which their expertise is based
- be occupationally competent in their area of expertise
- have EITHER any qualification in assessment of workplace performance OR a professional work role which involves evaluating the everyday practice of staff.

The use of expert witnesses should be determined and agreed by the assessor.

Assessment of knowledge based learning outcomes, ie those not identified in the unit assessment requirements as having to be assessed in the workplace, may take place in or outside of a real work environment.

Assessment decisions for knowledge based learning outcomes must be made by an occupationally knowledgeable assessor who is qualified to make assessment decisions.

## 3.5 Methods of assessment

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It is the assessor's responsibility to agree the best method of assessing a candidate in relation to their individual circumstances. The methods agreed must be:

- valid
- reliable
- safe and manageable
- suitable to the needs of the candidate.

### Valid

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A valid assessment method is one that is capable of measuring the knowledge or skills in question. For example, a written test cannot measure a candidate's practical skills or their ability to work well with others.

Validity can also be compromised if a candidate does not understand what is required of them. For example, one valid method of assessing a candidate's knowledge and understanding is to question them. If the questions posed are difficult for the candidate to understand (not in terms of the content but the way they are phrased, for example), the validity of the assessment method is questionable.

As well as assessment methods being valid, the evidence presented must also be valid. For example, it would not be appropriate to present an organisation's policy on "health, safety and risk management" as evidence towards the requirement of unit M1 "Develop health and safety and risk management policies, procedures and practices in health and social care or children and young people's settings", unless developed by the candidate, as it would not allow for valid assessment. It may be more appropriate for the candidate and assessor to have a discussion about the policy and for the candidate to explain how it is relevant, illustrated with examples from their work of their compliance to the requirements. This discussion could then be assessed by the assessor and recorded as evidence.

### Reliable

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A reliable method of assessment will produce consistent results for different assessors on each assessment occasion. Internal verifiers must make sure that all assessors' decisions are consistent.

### Safe and manageable

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Assessors and internal verifiers must make sure that the assessment methods are safe and manageable and do not put unnecessary demands on the candidate and/or the organisation they work for.

### Suitable to the needs of the candidate

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OCR has tried to make sure that achievement of these qualifications is free from constraints outside the requirements of the candidate's job role.

For candidates who have access requirements please see section 2.14 of this handbook.

If centre staff think that any aspect of these qualifications unfairly restricts access and progression, they should talk to their OCR external verifier about this.

## 3.6 Summary of assessment methods

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**Direct observation** of a candidate's performance in the workplace by the assessor will be the main source of evidence for competence based learning outcomes.

In addition to observation, assessors should work with the candidate to identify the best source of evidence and the best way of assessing the candidate for particular units. In addition to observation, other assessment methods which are suitable for these qualifications are:

OCR in partnership with the Skills for Care and Development and other awarding bodies have identified the following main assessment methods which are suitable for these qualifications:

- **direct observation** of practice by a qualified assessor or by the expert witness for occupational specific units
- **examining the evidence** by an assessor
- **questioning** the candidate or witness by an assessor
- **inference of knowledge** from direct observation.

In some situations, the assessor can speak to the candidate to provide evidence of the candidate's performance and knowledge (see [Professional discussion](#) ).

## 3.7 Examining the evidence

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Only approved and qualified assessors (see [Assessor and internal verifier requirements](#)) may examine the evidence for the assessment of these qualifications.

Evidence can:

- reflect how the candidate carried out the process
- be the product of a candidate's work
- be a product relating to the candidate's competence.

The process that the candidate carries out could be recorded in an observation or witness testimony. It is the assessor's responsibility to make sure that the evidence a candidate submits for assessment meets the requirements of the qualification.

The product of a candidate's work could be reports, case studies, lists of medication, service user/carer testimony, completed forms.

After the assessor has examined the evidence, the assessor must record an assessment decision and the justification for the decision. The assessor should also give feedback to the candidate.



## 3.8 Observation

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Only approved and qualified assessors (see [Assessor and Internal Quality Assurance Personnel requirements](#)) may carry out observations for the assessment of these qualifications.

The assessor and candidate should plan observations together but it is the assessor's responsibility to record the observation properly.

After the observation has taken place, the assessor needs to record an assessment decision and the justification for the decision. The assessor should also give feedback to the candidate.

## 3.9 Questioning

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Only approved and qualified assessors (see [Assessor and Internal Quality Assurance Personnel requirements](#)) may question a candidate or witness for the assessment of these qualifications.

Questioning the candidate is normally an ongoing part of the assessment process, and is necessary to:

- test a candidate's knowledge of facts and procedures
- check if a candidate understands principles and theories *and*
- collect information on the type and purpose of the processes a candidate has gone through.

Assessors should ask open questions; that is questions where the candidate has to give an answer (other than 'yes' or 'no'). Assessors should also be careful to avoid complicated questions which may confuse the candidate.

It is important that assessors record assessment decisions after they have questioned the candidate. They must record enough information to justify the decisions they make. This does not mean that assessors must record, word for word, the questions put to the candidate and the answers the candidate gives. However, assessors must record enough information about what they asked and how the candidate replied to allow the assessment to be verified.

Questioning witnesses is normally an ongoing part of validating written witness statements. However, questioning witnesses should not just be used for this purpose. Assessors should be able to speak to witnesses and record, in whatever way is suitable, the verbal statements of these witnesses. A record of verbal statement is a form of witness statement and could provide valuable evidence to confirm a candidate's competence over a period of time.

## 3.10 Professional discussion

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Professional discussion is a structured, planned and in depth discussion recorded by the assessor. It allows the candidate to present evidence of competence and to demonstrate skills, knowledge and understanding through discussing the evidence and showing how it meets the requirements of the qualification. The assessor should guide the discussion by using open questioning, active listening and knowledge of the standards.

## 3.11 Witness testimonies

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Witness testimonies can be used as evidence of a candidate's performance. Such testimonies could be made verbally to the assessor or could be written in a short note.

If a witness provides a written statement they should include the following:

- the candidate's name
- the date, time and venue of the activity carried out
- a description of the activities performed by the candidate
- the date of writing the testimony
- a description of the witness' relationship to the candidate
- their signature and job title
- their contact details (such as telephone number).

It is not appropriate for witness testimonies to contain a list of the skills to which it relates.

Witnesses must direct the information in their testimonies to describing what the candidate did.

The assessor will then judge whether the candidate's activities demonstrate competence to the standards. It is not acceptable for candidates to produce written witness testimonies for witnesses to sign, to support a qualification they are working towards.

## 3.12 Personal statements

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This is a candidate's own account of what they did, backed up by reference to evidence or witnesses. Candidates can also produce logs or diaries, reflective accounts, but someone who can authenticate them as a true account of what took place must countersign these.

## 3.13 Performance evidence

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Performance evidence provides proof of what a candidate can do. Sometimes, performance evidence can also provide evidence of what a candidate knows. Performance evidence can take the form of the following:

- products or outcomes of the candidate's work (for example, things that the candidate produced or worked on). The evidence presented for assessment may be the actual product or a record of the product
- if group work is used as evidence, the candidate's contribution must be identified clearly. Other products (for example, company policies) may have been reproduced by someone else but relate to the candidate and their competence
- proof of the way the candidate carried out their work (that is, the process they went through). An assessor's observation of a candidate or a witness' testimony both provides performance evidence and would be suitable for this qualification.

### 3.14 Where evidence comes from

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Evidence may come from a number of different sources, for example:

- performance evidence may come from a candidate carrying out workplace activities
- knowledge evidence may come from a candidate carrying out workplace activities or from the candidate answering the assessor's questions.

### 3.15 Real work

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Candidates will have to be in a job role in order to generate the evidence for the competence based units in these qualifications.

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.

### 3.16 Simulation

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Simulation may only be utilised as an assessment method for competence based learning outcomes where this is specified in the assessment requirements of the unit.

Simulations should only be undertaken in the minority of cases, where the candidate is unable to complete the units because of the lack of opportunity within their practice,

- where performance is critical but events occur infrequently and yet a high degree of confidence is needed that the candidate would act appropriately
- where performance is critical, happens frequently but where there is risk of harm to the candidate in a real situation
- simulation may be used as a supplementary form of evidence.

Where simulations are used they **must** replicate working activities in a realistic workplace environment.

The use of simulation will be indicated in each unit. A realistic working environment is defined by an environment that replicates what is likely to happen when an individual is carrying out their normal duties and activities.

### 3.17 Medium that can be used

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Evidence can take many forms, for example, photographs, videos, audio tapes, CD-ROMs and paper-based or digitally formatted documents.

## 3.18 Amount of evidence needed

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It is difficult to give detailed guidance regarding the amount of evidence needed as it depends on the type of evidence collected and the judgement of assessors.

For a candidate to be judged competent in a unit, the evidence presented must satisfy all the assessment requirements and assessment criteria.

The quality and breadth of evidence provided should determine whether an assessor is confident that a candidate is competent or not. Assessors must be convinced that candidates working on their own can work independently to the required standard.

OCR may accept some evidence from candidates who have been assessed in a language other than English, Welsh or Irish as long as there is enough evidence to show that candidates are competent in English, Welsh or Irish to the standard required for competent performance throughout the UK.

## 3.19 Cumulative assessment record (CAR)

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As well as collecting evidence, candidates must record all their assessed evidence in their personal **cumulative assessment record (CAR)**. The CAR is the candidate's record of what evidence has been accepted as proof of competence and where that evidence can be found. It can also be used to record progress towards, and achievement of units.

Filling in the CAR is an ongoing process involving discussion and agreement between the candidate and their assessor. The candidate should fill in and keep the CAR while working towards their qualification. An assessor may help the candidate complete the CAR if necessary.

Centres can design their own recording documents if they want to. You should talk about any document you want to use with your external verifier before you use them. OCR's publication *Admin guide: Vocational Qualifications (A850)* includes information and criteria for designing recording documents.

We have provided other forms and recording documents which assessors and candidates might want to use for these qualifications please see the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

## 3.18 Verification – how it works

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### Internal quality assurance

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It is the centre's responsibility to appoint an internal verifier to manage the internal verification process. The purpose of internal verification is to make sure and show that assessment is valid and consistent, through monitoring and sampling assessment decisions.

Internal verifiers must agree the use of simulated activities before they take place and must sample all evidence produced through simulated activities (see section **Simulation**).

### External verification

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OCR will allocate an external verifier who will visit the centre to verify assessments and internal verification.

External verifiers will want to interview candidates, assessors and internal verifiers during their visits. Assessment records and evidence for all candidates must also be available for verifiers to see if they ask to. It is the assessor's (and not the internal or external verifiers') responsibility to 'sign off' each unit of competence.

Centres should have the following available for each external verification visit:

- a list of candidates registered for these qualifications, together with their achievements to date plus certification records
- access to evidence (for example, up-to-date portfolios) and CARs
- access to OCR on-line claim system (Interchange)
- relevant assessors and selected candidates as requested by the external verifier (EV), including those whose certificates have been claimed through Direct Claims Status (DCS)
- all portfolios (access to evidence) relating to certificates claimed through DCS
- a copy of the external verifier's last visit report
- a sample signature list for all assessors and internal verifiers
- details of training and curriculum vitae for new members of the assessment team
- all **centre records** (see **Centre records – assessment and verification** for more details)
- evidence of achieving action points since the last external verifier visit
- notes of any action carried out due to particular points mentioned by an external verifier in any correspondence since their last visit
- recommendations to the external verifier
- if recorded evidence is used, ensure all recordings and appropriate playback equipment is available.

## Centre records – assessment and verification

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A centre must make sure that assessment and verification records are available for external verification purposes. Assessment and/or internal quality assurance records must record the following minimum information:

- candidate's name and location
- the title and level of the qualification they are taking
- candidate's start date on the programme and confirmation of registration with OCR
- name of the assessor
- name of the internal verifier
- date and outcome of the initial assessment of the candidate
- dates and details of candidate reviews and feedback sessions
- dates of all assessments and their outcomes (that is, the decision whether the candidate has met the requirements or not) cross-referenced to the unit
- enough detail of the assessment to justify the decision made
- an indication of the use of simulation, if used
- dates and outcomes of internal verification

- action resulting from internal verification
- certification.

Records should show formative assessment decisions (ongoing decision making), summative assessment decisions and feedback to the candidate.

# 4 Assessor and internal quality assurance requirements

## 4.1 Assessment Centre Requirements

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The Assessment Centre must:

- Ensure that there are a sufficient number of people qualified to assess the number of candidates they anticipate to register
- Ensure that there are a sufficient number of people qualified to internally quality assure for the number of candidates and assessors
- Put internal quality assurance personnel in place to ensure that all assessments are valid, reliable, authentic and sufficient and provide training for those people identified as being responsible for internal quality assurance
- Ensure that there is a system of standardisation in place to ensure that all assessments are consistent and fair
- Ensure that those undertaking the roles of internal quality assurance and assessment maintain their skills, knowledge and understanding regarding assessment and internal quality assurance and the associated qualification.

The occupational expertise of those undertaking the roles of assessment and internal quality assurance is one of the key factors underpinning valid, fair and reliable assessment. The integrity of assessments and internally quality assurance is of paramount importance. Centres must ensure that there is sufficient time to conduct effective assessment and internal quality assurance.

## 4.2 Assessors

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Assessment is an activity that can be performed by a dedicated individual or as part of an individual's wider role e.g. Supervisor, manager, tutor.

Assessment decisions for knowledge based learning outcomes, eg those beginning with 'know' or 'understand', must be made by an occupationally knowledgeable assessor. This means that the assessor should possess relevant knowledge and understanding, and be able to assess this in units designed to test specific knowledge and understanding, or in units where knowledge and understanding are components of competency. This occupational knowledge should be maintained annually through clearly demonstrable continuing learning and professional development.

Assessment decisions for knowledge based learning outcomes must be made by an assessor qualified to make assessment decisions. This means that the assessor must hold a qualification suitable to support the making of appropriate and consistent assessment decisions, for example A1 or D32/D33 or their replacement qualifications.

Assessment decisions for competence based learning outcomes, eg those beginning with 'be able to', must be made by an occupationally competent assessor. This means that the assessor must be capable of carrying out the full requirements within the competency units they are assessing. Being occupationally competent means they are also occupationally knowledgeable. This

occupational competence should be maintained annually through clearly demonstrable continuing learning and professional development.

Assessment decisions for competence based learning outcomes must be made by an assessor qualified to make assessment decisions. This means that the assessor must hold a qualification suitable to support the making of appropriate and consistent assessment decisions, for example A1 or D32/D33 or their replacement qualifications.

### 4.3 Expert witnesses

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Expert witnesses can be used for direct observation where they have occupational expertise for specialist areas or the observation is of a particularly sensitive nature.

An expert witness must:

- have a working knowledge of the QCF units on which their expertise is based
- be occupationally competent in their area of expertise
- have EITHER any qualification in assessment of workplace performance OR a professional work role which involves evaluating the everyday practice of staff.

### 4.4 Internal quality assurance personnel

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Internal quality assurance is key to ensuring that the assessment of evidence for units is of a consistent and appropriate quality. Those carrying out internal quality assurance must be occupationally knowledgeable in the area they are assuring and be qualified to make quality assurance decisions.

Internal quality assurance is an activity that can be performed by a dedicated individual or as part of an individual's wider role. All internal quality assurance personnel must:

- be qualified to make quality assurance decisions, for example hold D34 or V1 or its replacement qualifications
- be occupationally knowledgeable across the range of units for which they are responsible prior to commencing the role. Due to the risk critical nature of the work and the legal implications of the assessment process, internal quality assurance personnel must understand the nature and context of the assessors' work and that of their candidates. They must also sample the assessment process and resolve differences and conflicts on assessment decisions
- ensure that assessment has been carried out by persons who are occupationally competent or occupationally knowledgeable, as appropriate, within the area they are assessing
- maintain their occupational knowledge by actively engaging in continuous professional development activities in order to keep up-to-date with developments relating to the sector
- have an appropriate induction to the units, qualifications and the standards that they are internally quality assuring and have access to ongoing training and updating on current issues relevant to these qualifications.

Information on the induction and continuing professional development of internal verifiers must be made available to the external verifier.



# 5 Certification

Candidates who achieve the full qualification will receive:

- a certificate listing the unit achieved with their related credit value, and
- a certificate giving the full qualification title.

**OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Residential Management)**

**OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Management)**

**OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Advanced Practice)**

Candidates achieving one or more units but who do not meet the credit requirements for a full certificate will receive a certificate listing the units they have achieved along with their credit value.

## 5.1 Claiming certificates

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Certificates will be issued directly to the centre for successful candidates. In order to ensure that these are automatically issued centres must ensure that the OCR candidate number is **always** used where a candidate has already achieved one or more units. See the *Admin guide: Vocational Qualifications (A850)* for full details.

## 5.2 Replacement certificates

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If a replacement certificate is required a request must be made to the OCR Operations Division on 024 76 470033, or in writing to the Coventry office, and an application form with further instructions will be sent. A charge will be made for a replacement certificate.

# 6 Qualification structure and units

## 6.1 Qualification structure

Candidates do not have to achieve units in any particular order and teachers/tutors should tailor learning programmes to meet individual candidate needs. It is recommended that, wherever possible, centres adopt a holistic approach to the delivery of these qualifications and identify opportunities to link the units.

If a candidate is not able to complete the full qualification, their achievements will be recognised through the issue of a unit certificate listing the units achieved.

### OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Residential Management)

(Qualification Accreditation Number 600/1250/X)

To achieve this qualification, candidates must achieve a minimum of 80 credits made up as follows:

The 12 mandatory units from Group A, candidates must achieve 52 credits

A minimum of 12 credits from Group B, a minimum of 1 credit and maximum of 6 credits from Group C and the remaining credits from Group B and/or D.

**NOTE:** a minimum of 56 credits must be achieved at or above the level of the qualification.

The following table contains the groups of mandatory and optional units.

#### Group A – Mandatory units

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
1	SHC51	Use and develop systems that promote communication	F/602/2335	3	5	24
2	SHC52	Promote professional development	L/602/2578	4	4	33
3	SHC53	Champion equality, diversity and inclusion	Y/602/3183	4	5	34
4	M1	Develop health and safety and risk management policies, procedures and practices in health and social care or children and young people's settings	K/602/3172	5	5	33
5	M2c	Work in partnership in health and social care or children and young people's settings	A/602/3189	4	4	26
6	M3	Manage health and social care practice to ensure positive outcomes for individuals	M/602/2850	5	5	35
7	P1	Safeguarding and protection of vulnerable adults	R/602/2856	5	5	37
8	P3	Lead and manage group living for adults	T/602/3174	5	5	39
9	P5	Understand safeguarding of children and young people (for those working in the adult sector)	Y/602/2860	1	3	10

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
10	HSCM1	Lead person centred practice	D/602/2844	4	5	29
11	LM1c	Lead and manage a team within a health and social care or children and young people's setting	H/602/3171	7	6	46
12	LM2c	Develop professional supervision practice in health and social care or children and young people's work settings	M/602/3187	5	5	39

### Group B – Optional Management Units

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
13	O1	Develop procedures and practice to respond to concerns and complaints	J/602/2336	6	5	40
14	O16	Recruitment and selection within health and social care or children and young people's settings	R/602/2338	3	4	26
15	O20c	Facilitate the development of effective group practice in health and social care or children and young people's settings	Y/602/2339	6	5	42
16	O30c	Facilitate coaching and mentoring of practitioners in health and social care or children and young people's settings	L/602/2547	6	5	43
17	O35	Manage induction in health and social care or children and young people's settings	T/602/2574	3	4	21
18	O40	Facilitate change in health and social care or children and young people's settings	F/602/2612	6	5	42
19	O41	Manage an inter-professional team in a health and social care or children and young people's setting	L/602/2743	7	6	48
20	O42	Manage finance within own area of responsibility in health and social care or children and young people's setting	T/602/2753	4	4	31
21	O43	Manage quality in health and social care or children and young people's setting	R/602/2758	5	5	36
22	B1	Develop and evaluate operational plans for own area of responsibility	Y/600/9588	6	5	25
23	E8	Manage physical resources	K/600/9711	3	4	25

**Group C – Optional Knowledge Units**

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
24	M2a	Understand partnership working	T/602/3188	1	4	7
25	LM1a	Understand how to manage a team	D/602/3170	3	4	20
26	LM2a	Understanding professional supervision practice	H/602/3185	3	4	22
27	DEM301	Understand the process and experience of dementia	J/601/3538	3	3	22
28	PDOP3.1	Understand physical disability	J/601/6150	3	3	22
29	PDOP3.3	Understand the impact of acquired brain injury on individuals	Y/601/6167	3	3	28
30	SSMU3.1	Understand sensory loss	M/601/3467	3	3	21
31	LD307	Principles of supporting individuals with a learning disability regarding sexuality and sexual health	A/601/6274	3	3	21

**Group D - Optional Units**

32	O3	Manage domiciliary services	L/602/2337	6	5	39
33	O4	Lead the management of transitions	F/602/2853	4	5	29
34	O32	Lead positive behavioural support	K/602/2572	10	7	75
35	CCLDOP5.12	Develop provision for family support	K/602/3074	5	5	33
36	CCLDOP5.13	Lead support for disabled children and young people and their carers	M/602/2380	8	6	57
37	CCLDOP5.25	Undertake a research project within services for health and social care or children and young people	J/602/3499	10	5	80
38	LD503	Lead active support	H/601/7354	5	5	35
39	LD504	Active support: lead interactive training	K/601/7355	4	5	30
40	LD509	Promote access to healthcare for individuals with learning disabilities	J/601/5645	6	5	44
41	LD510	Promote good practice in the support of individuals with autistic spectrum conditions	A/601/5318	7	5	53
42	PDOP3.4	Support families who are affected by acquired brain injury	M/601/5817	3	3	30
43	PDOP3.5	Support families who have a child with a disability	D/601/5750	3	3	23
44	HSC3007	Support the development of community partnerships	M/601/9494	5	4	33
45	HSC3027	Support individuals to access housing and accommodation services	K/601/7906	4	3	24
46	HSC3048	Support individuals at the end of life	T/601/9495	7	3	53

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
47	HSC3057	Work with families, carers and individuals during times of crisis	F/601/9029	5	4	35
48	HSC3065	Implement the positive behavioural support model	T/601/9738	8	4	61
49	SS3.7	Support individuals to access education, training or employment	H/601/3546	4	4	31
50	SS5.2	Promote awareness of sensory loss	M/601/5249	3	5	19
51	SS5.3	Support the use of assistive technology	H/601/5250	4	5	31
52	SS5.4	Explore models of disability	K/601/5251	5	5	32
53	SS5.5	Support individuals with sensory loss with communication	M/601/5252	5	5	37
54	SS5.6	Support individuals with multiple conditions and/or disabilities	T/601/5253	5	5	34
55	EYMP5	Support children's speech, language and communication	T/600/9789	4	3	30
56	CYPOP17	Understand the needs of children and young people who are vulnerable and experiencing poverty and disadvantage	F/600/9777	5	4	40
57	ADV305	Independent mental capacity advocacy	F/502/3295	12	4	35
58	ADV306	Independent mental health advocacy	J/502/3296	7	4	35
59	ADV307	Providing independent advocacy management	L/502/3297	11	4	35
60	ADV308	Providing independent advocacy to adults	R/502/3298	5	4	35
61	ADV309	Independent advocacy with children and young people	Y/502/3299	7	4	35
62	ADV310	Providing independent mental capacity advocacy-deprivation of liberty safeguards	F/502/3300	5	4	35
63	ASM1	Recognise indications of substance misuse and refer individuals to specialists	M/601/0648	4	3	24
64	ASM4	Identify and act upon immediate risk of danger to substance misusers	D/501/0585	4	3	24

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(Qualification Accreditation Number 600/1250/X)

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The 12 mandatory units from Group A, candidates must achieve 53 credits

A minimum of 12 credits from Group B, a minimum of 1 credit and maximum of 6 credits from Group C and the remaining credits from Group B and/or D

The following table contains the groups of mandatory and optional units.

### Group A – Mandatory units

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
1	SHC51	Use and develop systems that promote communication	F/602/2335	3	5	24
2	SHC52	Promote professional development	L/602/2578	4	4	33
3	SHC53	Champion equality, diversity and inclusion	Y/602/3183	4	5	34
4	M1	Develop health and safety and risk management policies, procedures and practices in health and social care or children and young people's settings	K/602/3172	5	5	33
5	M2c	Work in partnership in health and social care or children and young people's settings	A/602/3189	4	4	26
6	M3	Manage health and social care practice to ensure positive outcomes for individuals	M/602/2850	5	5	35
7	P1	Safeguarding and protection of vulnerable adults	R/602/2856	5	5	37
8	P5	Understand safeguarding of children and young people (for those working in the adult sector)	Y/602/2860	1	3	10
9	HSCM1	Lead person centred practice	D/602/2844	4	5	29
10	LM1c	Lead and manage a team within a health and social care or children and young people's setting	H/602/3171	7	6	46
11	LM2c	Develop professional supervision practice in health and social care or children and young people's work settings	M/602/3187	5	5	39
12	SS5.1	Assess the individual in a health and social care setting	J/601/5242	6	5	41

**Group B – Optional Management Units**

<b>OCR Unit No</b>	<b>Sector Unit No</b>	<b>Unit title</b>	<b>Unit Accreditation No (UAN)</b>	<b>Credit value</b>	<b>Level</b>	<b>GLH</b>
13	O1	Develop procedures and practice to respond to concerns and complaints	J/602/2336	6	5	40
14	O16	Recruitment and selection within health and social care or children and young people's settings	R/602/2338	3	4	26
15	O20c	Facilitate the development of effective group practice in health and social care or children and young people's settings	Y/602/2339	6	5	42
16	O30c	Facilitate coaching and mentoring of practitioners in health and social care or children and young people's settings	L/602/2547	6	5	43
17	O35	Manage induction in health and social care or children and young people's settings	T/602/2574	3	4	21
18	O40	Facilitate change in health and social care or children and young people's settings	F/602/2612	6	5	42
19	O41	Manage an inter-professional team in a health and social care or children and young people's setting	L/602/2743	7	6	48
20	O42	Manage finance within own area of responsibility in health and social care or children and young people's setting	T/602/2753	4	4	31
21	O43	Manage quality in health and social care or children and young people's setting	R/602/2758	5	5	36
22	B1	Develop and evaluate operational plans for own area of responsibility	Y/600/9588	6	5	25
23	E8	Manage physical resources	K/600/9711	3	4	25

**Group C – Optional Knowledge Units**

<b>OCR Unit No</b>	<b>Sector Unit No</b>	<b>Unit title</b>	<b>Unit Accreditation No (UAN)</b>	<b>Credit value</b>	<b>Level</b>	<b>GLH</b>
24	M2a	Understand partnership working	T/602/3188	1	4	7
25	LM1a	Understand how to manage a team	D/602/3170	3	4	20
26	LM2a	Understanding professional supervision practice	H/602/3185	3	4	22
27	DEM301	Understand the process and experience of dementia	J/601/3538	3	3	22
28	PDOP3.1	Understand physical disability	J/601/6150	3	3	22
29	PDOP3.3	Understand the impact of acquired brain injury on individuals	Y/601/6167	3	3	28
30	SSMU3.1	Understand sensory loss	M/601/3467	3	3	21

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
31	LD307	Principles of supporting individuals with a learning disability regarding sexuality and sexual health	A/601/6274	3	3	21

### Group D – Optional Units

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
32	O3	Manage domiciliary services	L/602/2337	6	5	39
33	O4	Lead the management of transitions	F/602/2853	4	5	29
34	O32	Lead positive behavioural support	K/602/2572	10	7	75
35	CCLDOP5.12	Develop provision for family support	K/602/3074	5	5	33
36	CCLDOP5.13	Lead support for disabled children and young people and their carers	M/602/2380	8	6	57
37	CCLDOP5.25	Undertake a research project within services for health and social care or children and young people	J/602/3499	10	5	80
38	LD503	Lead active support	H/601/7354	5	5	35
39	LD504	Active support: lead interactive training	K/601/7355	4	5	30
40	LD509	Promote access to healthcare for individuals with learning disabilities	J/601/5645	6	5	44
41	LD510	Promote good practice in the support of individuals with autistic spectrum conditions	A/601/5318	7	5	53
42	PDOP3.4	Support families who are affected by acquired brain injury	M/601/5817	3	3	30
43	PDOP3.5	Support families who have a child with a disability	D/601/5750	3	3	23
44	HSC3007	Support the development of community partnerships	M/601/9494	5	4	33
45	HSC3027	Support individuals to access housing and accommodation services	K/601/7906	4	3	24
46	HSC3048	Support individuals at the end of life	T/601/9495	7	3	53
47	HSC3057	Work with families, carers and individuals during times of crisis	F/601/9029	5	4	35
48	HSC3065	Implement the positive behavioural support model	T/601/9738	8	4	61
49	SS3.7	Support individuals to access education, training or employment	H/601/3546	4	4	31



OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
50	SS5.2	Promote awareness of sensory loss	M/601/5249	3	5	19
51	SS5.3	Support the use of assistive technology	H/601/5250	4	5	31
52	SS5.4	Explore models of disability	K/601/5251	5	5	32
53	SS5.5	Support individuals with sensory loss with communication	M/601/5252	5	5	37
54	SS5.6	Support individuals with multiple conditions and/or disabilities	T/601/5253	5	5	34
55	EYMP5	Support children's speech, language and communication	T/600/9789	4	3	30
56	CYPOP17	Understand the needs of children and young people who are vulnerable and experiencing poverty and disadvantage	F/600/9777	5	4	40
57	ADV305	Independent mental capacity advocacy	F/502/3295	12	4	35
58	ADV306	Independent mental health advocacy	J/502/3296	7	4	35
59	ADV307	Providing independent advocacy management	L/502/3297	11	4	35
60	ADV308	Providing independent advocacy to adults	R/502/3298	5	4	35
61	ADV309	Independent advocacy with children and young people	Y/502/3299	7	4	35
62	ADV310	Providing independent mental capacity advocacy-deprivation of liberty safeguards	F/502/3300	5	4	35
63	ASM1	Recognise indications of substance misuse and refer individuals to specialists	M/601/0648	4	3	24
64	ASM4	Identify and act upon immediate risk of danger to substance misusers	D/501/0585	4	3	24

## OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Advanced Practice)

(Qualification Accreditation Number 600/1250/X)

To achieve this qualification, candidates must achieve a total of 80 credits made up as follows:

The 10 mandatory units from Group A, candidates must achieve 41 credits

A minimum of 1 credit and maximum of 6 credits from Group B and the remaining credits from Group C

The following table contains the groups of mandatory and optional units.

### Group A – Mandatory units

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
1	SHC51	Use and develop systems that promote communication	F/602/2335	3	5	24
2	SHC52	Promote professional development	L/602/2578	4	4	33
3	SHC53	Champion equality, diversity and inclusion	Y/602/3183	4	5	34
4	M1	Develop health and safety and risk management policies, procedures and practices in health and social care or children and young people's settings	K/602/3172	5	5	33
5	M2c	Work in partnership in health and social care or children and young people's settings	A/602/3189	4	4	26
6	M3	Manage health and social care practice to ensure positive outcomes for individuals	M/602/2850	5	5	35
7	P1	Safeguarding and protection of vulnerable adults	R/602/2856	5	5	37
	P5	Understand safeguarding of children and young people (for those working in the adult sector)	Y/602/2860	1	3	10
9	HSCM1	Lead person centred practice	D/602/2844	4	5	29
10	SS5.1	Assess the individual in a health and social care setting	J/601/5242	6	5	41

**Group B – Optional Management Units**

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
11	M2a	Understand partnership working	T/602/3188	1	4	7
12	LM1a	Understand how to manage a team	D/602/3170	3	4	20
13	LM2a	Understanding professional supervision practice	H/602/3185	3	4	22
14	DEM301	Understand the process and experience of dementia	J/601/3538	3	3	22
15	PDOP3.1	Understand physical disability	J/601/6150	3	3	22
16	PDOP3.3	Understand the impact of acquired brain injury on individuals	Y/601/6167	3	3	28
17	SSMU3.1	Understand sensory loss	M/601/3467	3	3	21
18	LD307	Principles of supporting individuals with a learning disability regarding sexuality and sexual health	A/601/6274	3	3	21

**Group C – Optional Knowledge Units**

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
19	O1	Develop procedures and practice to respond to concerns and complaints	J/602/2336	6	5	40
20	O16	Recruitment and selection within health and social care or children and young people's settings	R/602/2338	3	4	26
21	O20c	Facilitate the development of effective group practice in health and social care or children and young people's settings	Y/602/2339	6	5	42
22	O30c	Facilitate coaching and mentoring of practitioners in health and social care or children and young people's settings	L/602/2547	6	5	43
23	O35	Manage induction in health and social care or children and young people's settings	T/602/2574	3	4	21
24	O40	Facilitate change in health and social care or children and young people's settings	F/602/2612	6	5	42
25	O41	Manage an inter-professional team in a health and social care or children and young people's setting	L/602/2743	7	6	48
26	O42	Manage finance within own area of responsibility in health and social care or children and young people's setting	T/602/2753	4	4	31

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
27	O43	Manage quality in health and social care or children and young people's setting	R/602/2758	5	5	36
28	B1	Develop and evaluate operational plans for own area of responsibility	Y/600/9588	6	5	25
29	E8	Manage physical resources	K/600/9711	3	4	25
30	O3	Manage domiciliary services	L/602/2337	6	5	39
31	O4	Lead the management of transitions	F/602/2853	4	5	29
32	O32	Lead positive behavioural support	K/602/2572	10	7	75
33	CCLDOP5.12	Develop provision for family support	K/602/3074	5	5	33
34	CCLDOP5.13	Lead support for disabled children and young people and their carers	M/602/2380	8	6	57
35	CCLDOP5.25	Undertake a research project within services for health and social care or children and young people	J/602/3499	10	5	80
36	LD503	Lead active support	H/601/7354	5	5	35
37	LD504	Active support: lead interactive training	K/601/7355	4	5	30
38	LD509	Promote access to healthcare for individuals with learning disabilities	J/601/5645	6	5	44
39	LD510	Promote good practice in the support of individuals with autistic spectrum conditions	A/601/5318	7	5	53
40	PDOP3.4	Support families who are affected by acquired brain injury	M/601/5817	3	3	30
41	PDOP3.5	Support families who have a child with a disability	D/601/5750	3	3	23
42	HSC3007	Support the development of community partnerships	M/601/9494	5	4	33
43	HSC3027	Support individuals to access housing and accommodation services	K/601/7906	4	3	24
44	HSC3048	Support individuals at the end of life	T/601/9495	7	3	53
45	HSC3057	Work with families, carers and individuals during times of crisis	F/601/9029	5	4	35
46	HSC3065	Implement the positive behavioural support model	T/601/9738	8	4	61
47	SS3.7	Support individuals to access education, training or employment	H/601/3546	4	4	31
48	SS5.2	Promote awareness of sensory loss	M/601/5249	3	5	19
49	SS5.3	Support the use of assistive technology	H/601/5250	4	5	31
50	SS5.4	Explore models of disability	K/601/5251	5	5	32

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
51	SS5.5	Support individuals with sensory loss with communication	M/601/5252	5	5	37
52	SS5.6	Support individuals with multiple conditions and/or disabilities	T/601/5253	5	5	34
53	EYMP5	Support children's speech, language and communication	T/600/9789	4	3	30
54	CYPOP17	Understand the needs of children and young people who are vulnerable and experiencing poverty and disadvantage	F/600/9777	5	4	40
55	ADV305	Independent mental capacity advocacy	F/502/3295	12	4	35
56	ADV306	Independent mental health advocacy	J/502/3296	7	4	35
57	ADV307	Providing independent advocacy management	L/502/3297	11	4	35
58	ADV308	Providing independent advocacy to adults	R/502/3298	5	4	35
59	ADV309	Independent advocacy with children and young people	Y/502/3299	7	4	35
60	ADV310	Providing independent mental capacity advocacy-deprivation of liberty safeguards	F/502/3300	5	4	35
61	ASM1	Recognise indications of substance misuse and refer individuals to specialists	M/601/0648	4	3	24
62	ASM4	Identify and act upon immediate risk of danger to substance misusers	D/501/0585	4	3	24

## 6.2 Unit format

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The format of OCR's units is detailed below.

### A unit title

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This is a summary of the content of the unit.

### Level

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This advises the QCF level on which the unit is accredited.

### Credit value

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This advises how many credits the candidate will achieve for successful achievement of the unit.

## Guided learning hours (glh)

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This specifies the amount of time that the average candidate would be expected to take to complete all requirements of the unit.

## Unit expiry date

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This section specifies the end accreditation date of the unit.

## Unit purpose and aim

---

This section specifies the overall purpose and aim of the unit.

## Learning outcomes

---

These set out what the candidate is expected to know, understand or be able to do as a result of the learning process.

## Assessment criteria

---

These detail the requirements that the candidate will be assessed against in order to evidence the learning outcomes.

## Exemplification

---

This expands on the requirements of the assessment criteria. This section is not mandatory. Any lists provided are not exhaustive.

## Assessment

---

This section details how the assessment criteria will be assessed.

## Guidance on assessment and evidence requirements

---

This provides guidance on how the assessment could be carried out and how the evidence requirements could be met.

## National Occupational Standards (NOS) mapping/signposting

---

This section provides details of the relationship between the unit and national occupational standards.

## Additional information

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This section contains further information such as sector support and unit classification.

## 6.3 Units

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Units can be downloaded from the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).

# 7 Administration arrangements

This section provides an overview of the administration arrangements operating for these qualifications. Please refer to the *Admin guide: Vocational Qualifications (A850)* for further information.

## 7.1 Overview of full process

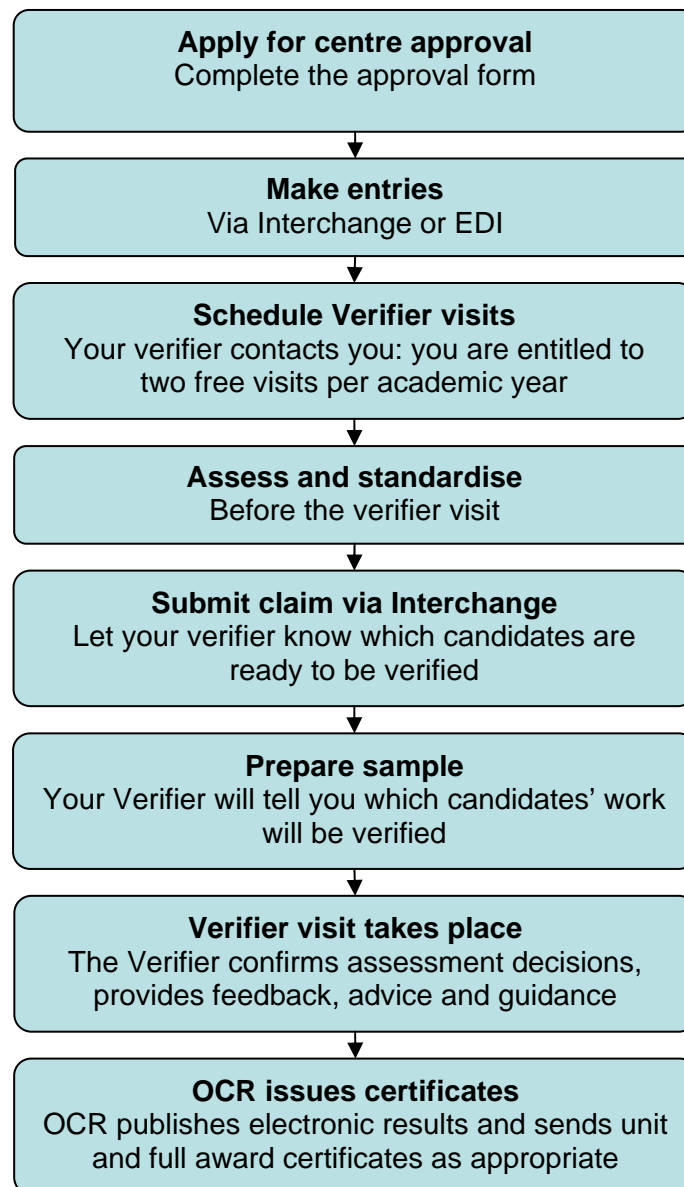
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For detailed information on these qualifications centres must refer to OCR's Admin guide: Vocational Qualifications (A850).

The following flow chart provides a brief summary of how this qualification is delivered.

### Administration flowchart for verification

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# 8 Supporting documentation

## 8.1 Recording assessment

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We have provided forms and recording documents which assessors and candidates may wish to use for these qualifications. These can be downloaded from OCR's website.

Centres can design their own recording documents if they want to. You should talk about any document you want to use with your external verifier before you use them. OCR's publication *Administrative Guide to Verified Qualifications* (code L526) includes information and criteria for designing recording documents.

## 8.2 Recording the method of assessment

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The master evidence record sheet includes a box in which you must record the method of assessment. The following list shows the individual codes you should use when filling in these

### Method of assessment used Code to be inserted on evidence reference sheet

Observation of the learner by the assessor	O
Examination of the evidence by the assessor:	
Examination of a product	EP
Examination of the witness testimony	EWT
Examination of a case history	ECH
Examination of a personal statement	EPS
Examination of written answers to questions	EWQ
Questioning of the learner or witness by the assessor	
Questioning of the learner	QC
Questioning of the witness	QW
Professional Discussion	PD
Simulated Activities	S

## 8.3 Recording documents

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The following recording documents can be downloaded from OCR's website:

- Evidence Record Sheet
- Witness List
- Record of Achievement
- Evidence Summary Sheet.

### Evidence record sheet

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**This form (or a suitable alternative) is mandatory** for learners' Cumulative Assessment Record (CAR). It is the vehicle for linking evidence to the "learning outcomes" and "assessment criteria".

The evidence for the unit should be listed (as it is collected) down the left-hand side. The assessment method should be indicated and then the relevant “learning outcomes” and “assessment criteria” that the learner is claiming should be written in the appropriate column. The evidence record sheet, where possible, should be filled in by the learner with the help of an assessor if necessary.

## Witness List

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This form is designed to capture all the necessary information about witnesses who have contributed to a learner’s evidence of competence. The use of this form is **optional**.

## Record of achievement

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This form is designed to record a learner’s progress through the qualification. It will show, at a glance, which units the assessor considers the learner to have finished and met all the requirements for. The use of this form is **optional**.

## Evidence Summary Sheet

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This form is designed to record a learner’s evidence sources in index form and the location of this evidence if it is in situ and not included in a portfolio. The use of this form is **optional**.

## 9 Guidance for candidates

### 9.1 What are the L5 Diplomas in Leadership for Health and Social Care and Children and Young People's Services (England)?

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These qualifications aim to:

- provide accreditation for candidates knowledge, understanding and skills in the area of Leadership within Health and Social Care
- update the knowledge skills and understanding of those already employed within these roles in a Health and Social Care environment.

### 9.2 What do I have to do to achieve these qualifications?

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To achieve these qualifications you must achieve the required combination of units from those listed below.

#### **OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Residential Management)**

**(Qualification Accreditation Number 600/1250/X)**

#### **Scheme code 09264**

In order to achieve the full OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Residential Management), candidates must achieve a minimum of 80 credits: 52 credits from Mandatory Group A, a minimum of 12 credits from Group B, a minimum of 1 credit and maximum of 6 credits from Group C and the remaining credits from Group B and/or D.

#### **Barred combinations:**

The following units cannot be taken together:

- Unit 34 and Unit 48
- Unit 57, Unit 58, Unit 59, Unit 60, Unit 61 and Unit 62.

**Group A – Mandatory Units**

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
1	SHC51	Use and develop systems that promote communication	F/602/2335	3	5	24
2	SHC52	Promote professional development	L/602/2578	4	4	33
3	SHC53	Champion equality, diversity and inclusion	Y/602/3183	4	5	34
4	M1	Develop health and safety and risk management policies, procedures and practices in health and social care or children and young people's settings	K/602/3172	5	5	33
5	M2c	Work in partnership in health and social care or children and young people's settings	A/602/3189	4	4	26
6	M3	Manage health and social care practice to ensure positive outcomes for individuals	M/602/2850	5	5	35
7	P1	Safeguarding and protection of vulnerable adults	R/602/2856	5	5	37
8	P3	Lead and manage group living for adults	T/602/3174	5	5	39
9	P5	Understand safeguarding of children and young people (for those working in the adult sector)	Y/602/2860	1	3	10
10	HSCM1	Lead person centred practice	D/602/2844	4	5	29
11	LM1c	Lead and manage a team within a health and social care or children and young people's setting	H/602/3171	7	6	46
12	LM2c	Develop professional supervision practice in health and social care or children and young people's work settings	M/602/3187	5	5	39

**Group B – Optional Management Units**

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
13	O1	Develop procedures and practice to respond to concerns and complaints	J/602/2336	6	5	40
14	O16	Recruitment and selection within health and social care or children and young people's settings	R/602/2338	3	4	26
15	O20c	Facilitate the development of effective group practice in health and social care or children and young people's settings	Y/602/2339	6	5	42
16	O30c	Facilitate coaching and mentoring of practitioners in health and social care or children and young people's settings	L/602/2547	6	5	43

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
17	O35	Manage induction in health and social care or children and young people's settings	T/602/2574	3	4	21
18	O40	Facilitate change in health and social care or children and young people's settings	F/602/2612	6	5	42
19	O41	Manage an inter-professional team in a health and social care or children and young people's setting	L/602/2743	7	6	48
20	O42	Manage finance within own area of responsibility in health and social care or children and young people's setting	T/602/2753	4	4	31
21	O43	Manage quality in health and social care or children and young people's setting	R/602/2758	5	5	36
22	B1	Develop and evaluate operational plans for own area of responsibility	Y/600/9588	6	5	25
23	E8	Manage physical resources	K/600/9711	3	4	25

### Group C – Optional Knowledge Units

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
24	M2a	Understand partnership working	T/602/3188	1	4	7
25	LM1a	Understand how to manage a team	D/602/3170	3	4	20
26	LM2a	Understanding professional supervision practice	H/602/3185	3	4	22
27	DEM301	Understand the process and experience of dementia	J/601/3538	3	3	22
28	PDOP3.1	Understand physical disability	J/601/6150	3	3	22
29	PDOP3.3	Understand the impact of acquired brain injury on individuals	Y/601/6167	3	3	28
30	SSMU3.1	Understand sensory loss	M/601/3467	3	3	21
31	LD307	Principles of supporting individuals with a learning disability regarding sexuality and sexual health	A/601/6274	3	3	21
32	O3	Manage domiciliary services	L/602/2337	6	5	39
33	O4	Lead the management of transitions	F/602/2853	4	5	29
34	O32	Lead positive behavioural support	K/602/2572	10	7	75
35	CCLDOP 5.12	Develop provision for family support	K/602/3074	5	5	33
36	CCLDOP 5.13	Lead support for disabled children and young people and their carers	M/602/2380	8	6	57
37	CCLDOP 5.25	Undertake a research project within services for health and social care or children and young people	J/602/3499	10	5	80
38	LD503	Lead active support	H/601/7354	5	5	35

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
39	LD504	Active support: lead interactive training	K/601/7355	4	5	30
40	LD509	Promote access to healthcare for individuals with learning disabilities	J/601/5645	6	5	44
41	LD510	Promote good practice in the support of individuals with autistic spectrum conditions	A/601/5318	7	5	53
42	PDOP3.4	Support families who are affected by acquired brain injury	M/601/5817	3	3	30
43	PDOP3.5	Support families who have a child with a disability	D/601/5750	3	3	23
44	HSC3007	Support the development of community partnerships	M/601/9494	5	4	33
45	HSC3027	Support individuals to access housing and accommodation services	K/601/7906	4	3	24
46	HSC3048	Support individuals at the end of life	T/601/9495	7	3	53
47	HSC3057	Work with families, carers and individuals during times of crisis	F/601/9029	5	4	35
48	HSC3065	Implement the positive behavioural support model	T/601/9738	8	4	61
49	SS3.7	Support individuals to access education, training or employment	H/601/3546	4	4	31
50	SS5.2	Promote awareness of sensory loss	M/601/5249	3	5	19
51	SS5.3	Support the use of assistive technology	H/601/5250	4	5	31
52	SS5.4	Explore models of disability	K/601/5251	5	5	32
53	SS5.5	Support individuals with sensory loss with communication	M/601/5252	5	5	37
54	SS5.6	Support individuals with multiple conditions and/or disabilities	T/601/5253	5	5	34
55	EYMP5	Support children's speech, language and communication	T/600/9789	4	3	30
56	CYPOP17	Understand the needs of children and young people who are vulnerable and experiencing poverty and disadvantage	F/600/9777	5	4	40
57	ADV305	Independent mental capacity advocacy	F/502/3295	12	4	35
58	ADV306	Independent mental health advocacy	J/502/3296	7	4	35
59	ADV307	Providing independent advocacy management	L/502/3297	11	4	35
60	ADV308	Providing independent advocacy to adults	R/502/3298	5	4	35
61	ADV309	Independent advocacy with children and young people	Y/502/3299	7	4	35
62	ADV310	Providing independent mental capacity advocacy-deprivation of liberty safeguards	F/502/3300	5	4	35

<b>OCR Unit No</b>	<b>Sector Unit No</b>	<b>Unit title</b>	<b>Unit Accreditation No (UAN)</b>	<b>Credit value</b>	<b>Level</b>	<b>GLH</b>
<b>63</b>	ASM1	Recognise indications of substance misuse and refer individuals to specialists	M/601/0648	4	3	24
<b>64</b>	ASM4	Identify and act upon immediate risk of danger to substance misusers	D/501/0585	4	3	24

## OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Management)

(Qualification Accreditation Number 600/1250/X)

### Scheme code 09625

In order to achieve the full OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Management), candidates must achieve a minimum of 80 credits: 53 credits from Mandatory Group A, a minimum of 12 credits from Group B, a minimum of 1 credit and maximum of 6 credits from Group C and the remaining credits from Group B and/or D.

### Barred combinations:

The following units cannot be taken together:

- Unit 34 and Unit 48
- Unit 57, Unit 58, Unit 59, Unit 60, Unit 61 and Unit 62.

### Group A – Mandatory Units

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
1	SHC51	Use and develop systems that promote communication	F/602/2335	3	5	24
2	SHC52	Promote professional development	L/602/2578	4	4	33
3	SHC53	Champion equality, diversity and inclusion	Y/602/3183	4	5	34
4	M1	Develop health and safety and risk management policies, procedures and practices in health and social care or children and young people's settings	K/602/3172	5	5	33
5	M2c	Work in partnership in health and social care or children and young people's settings	A/602/3189	4	4	26
6	M3	Manage health and social care practice to ensure positive outcomes for individuals	M/602/2850	5	5	35
7	P1	Safeguarding and protection of vulnerable adults	R/602/2856	5	5	37
8	P5	Understand safeguarding of children and young people (for those working in the adult sector)	Y/602/2860	1	3	10
9	HSCM1	Lead person centred practice	D/602/2844	4	5	29
10	LM1c	Lead and manage a team within a health and social care or children and young people's setting	H/602/3171	7	6	46
11	LM2c	Develop professional supervision practice in health and social care or children and young people's work settings	M/602/3187	5	5	39
12	SS5.1	Assess the individual in a health and social care setting	J/601/5242	6	5	41



**Group B – Optional Management Units**

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
13	O1	Develop procedures and practice to respond to concerns and complaints	J/602/2336	6	5	40
14	O16	Recruitment and selection within health and social care or children and young people's settings	R/602/2338	3	4	26
15	O20c	Facilitate the development of effective group practice in health and social care or children and young people's settings	Y/602/2339	6	5	42
16	O30c	Facilitate coaching and mentoring of practitioners in health and social care or children and young people's settings	L/602/2547	6	5	43
17	O35	Manage induction in health and social care or children and young people's settings	T/602/2574	3	4	21
18	O40	Facilitate change in health and social care or children and young people's settings	F/602/2612	6	5	42
19	O41	Manage an inter-professional team in a health and social care or children and young people's setting	L/602/2743	7	6	48
20	O42	Manage finance within own area of responsibility in health and social care or children and young people's setting	T/602/2753	4	4	31
21	O43	Manage quality in health and social care or children and young people's setting	R/602/2758	5	5	36
22	B1	Develop and evaluate operational plans for own area of responsibility	Y/600/9588	6	5	25
23	E8	Manage physical resources	K/600/9711	3	4	25

**Group C – Optional Knowledge Units**

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
23	M2a	Understand partnership working	T/602/3188	1	4	7
24	LM1a	Understand how to manage a team	D/602/3170	3	4	20
25	LM2a	Understanding professional supervision practice	H/602/3185	3	4	22
26	DEM301	Understand the process and experience of dementia	J/601/3538	3	3	22
27	PDOP3.1	Understand physical disability	J/601/6150	3	3	22
28	PDOP3.3	Understand the impact of acquired brain injury on individuals	Y/601/6167	3	3	28
29	SSMU3.1	Understand sensory loss	M/601/3467	3	3	21

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
30	LD307	Principles of supporting individuals with a learning disability regarding sexuality and sexual health	A/601/6274	3	3	21

### Group D – Optional Units

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
31	O3	Manage domiciliary services	L/602/2337	6	5	39
32	O4	Lead the management of transitions	F/602/2853	4	5	29
33	O32	Lead positive behavioural support	K/602/2572	10	7	75
34	CCLDOP5.12	Develop provision for family support	K/602/3074	5	5	33
35	CCLDOP5.13	Lead support for disabled children and young people and their carers	M/602/2380	8	6	57
36	CCLDOP5.25	Undertake a research project within services for health and social care or children and young people	J/602/3499	10	5	80
37	LD503	Lead active support	H/601/7354	5	5	35
38	LD504	Active support: lead interactive training	K/601/7355	4	5	30
39	LD509	Promote access to healthcare for individuals with learning disabilities	J/601/5645	6	5	44
40	LD510	Promote good practice in the support of individuals with autistic spectrum conditions	A/601/5318	7	5	53
41	PDOP3.4	Support families who are affected by acquired brain injury	M/601/5817	3	3	30
42	PDOP3.5	Support families who have a child with a disability	D/601/5750	3	3	23
43	HSC3007	Support the development of community partnerships	M/601/9494	5	4	33
44	HSC3027	Support individuals to access housing and accommodation services	K/601/7906	4	3	24
45	HSC3048	Support individuals at the end of life	T/601/9495	7	3	53
46	HSC3057	Work with families, carers and individuals during times of crisis	F/601/9029	5	4	35
47	HSC3065	Implement the positive behavioural support model	T/601/9738	8	4	61
48	SS3.7	Support individuals to access education, training or employment	H/601/3546	4	4	31
49	SS5.2	Promote awareness of sensory loss	M/601/5249	3	5	19

<b>OCR Unit No</b>	<b>Sector Unit No</b>	<b>Unit title</b>	<b>Unit Accreditation No (UAN)</b>	<b>Credit value</b>	<b>Level</b>	<b>GLH</b>
50	SS5.3	Support the use of assistive technology	H/601/5250	4	5	31
51	SS5.4	Explore models of disability	K/601/5251	5	5	32
52	SS5.5	Support individuals with sensory loss with communication	M/601/5252	5	5	37
53	SS5.6	Support individuals with multiple conditions and/or disabilities	T/601/5253	5	5	34
54	EYMP5	Support children's speech, language and communication	T/600/9789	4	3	30
55	CYPOP17	Understand the needs of children and young people who are vulnerable and experiencing poverty and disadvantage	F/600/9777	5	4	40
56	ADV305	Independent mental capacity advocacy	F/502/3295	12	4	35
57	ADV306	Independent mental health advocacy	J/502/3296	7	4	35
58	ADV307	Providing independent advocacy management	L/502/3297	11	4	35
59	ADV308	Providing independent advocacy to adults	R/502/3298	5	4	35
60	ADV309	Independent advocacy with children and young people	Y/502/3299	7	4	35
61	ADV310	Providing independent mental capacity advocacy-deprivation of liberty safeguards	F/502/3300	5	4	35
62	ASM1	Recognise indications of substance misuse and refer individuals to specialists	M/601/0648	4	3	24
63	ASM4	Identify and act upon immediate risk of danger to substance misusers	D/501/0585	4	3	24

## OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Advanced Practice)

(Qualification Accreditation Number 600/1250/X)

### Scheme code 09626

In order to achieve the full OCR Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) (Adults' Advanced Practice), candidates must achieve a minimum of 80 credits: 41 credits from Mandatory Group A, a minimum of 1 credit and maximum of 6 credits from Group B and the remaining credits from Group C.

### Barred combinations:

The following units cannot be taken together:

- Unit 32 and Unit 46
- Unit 55, Unit 56, Unit 57, Unit 58, Unit 59 and Unit 60.

### Group A – Mandatory Units

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
1	SHC51	Use and develop systems that promote communication	F/602/2335	3	5	24
2	SHC52	Promote professional development	L/602/2578	4	4	33
3	SHC53	Champion equality, diversity and inclusion	Y/602/3183	4	5	34
4	M1	Develop health and safety and risk management policies, procedures and practices in health and social care or children and young people's settings	K/602/3172	5	5	33
5	M2c	Work in partnership in health and social care or children and young people's settings	A/602/3189	4	4	26
6	M3	Manage health and social care practice to ensure positive outcomes for individuals	M/602/2850	5	5	35
7	P1	Safeguarding and protection of vulnerable adults	R/602/2856	5	5	37
	P5	Understand safeguarding of children and young people (for those working in the adult sector)	Y/602/2860	1	3	10
9	HSCM1	Lead person centred practice	D/602/2844	4	5	29
10	SS5.1	Assess the individual in a health and social care setting	J/601/5242	6	5	41

**Group B – Optional Management Units**

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
11	M2a	Understand partnership working	T/602/3188	1	4	7
12	LM1a	Understand how to manage a team	D/602/3170	3	4	20
13	LM2a	Understanding professional supervision practice	H/602/3185	3	4	22
14	DEM301	Understand the process and experience of dementia	J/601/3538	3	3	22
15	PDOP3.1	Understand physical disability	J/601/6150	3	3	22
16	PDOP3.3	Understand the impact of acquired brain injury on individuals	Y/601/6167	3	3	28
17	SSMU3.1	Understand sensory loss	M/601/3467	3	3	21
18	LD307	Principles of supporting individuals with a learning disability regarding sexuality and sexual health	A/601/6274	3	3	21

**Group C – Optional Knowledge Units**

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
21	O1	Develop procedures and practice to respond to concerns and complaints	J/602/2336	6	5	40
22	O16	Recruitment and selection within health and social care or children and young people's settings	R/602/2338	3	4	26
23	O20c	Facilitate the development of effective group practice in health and social care or children and young people's settings	Y/602/2339	6	5	42
24	O30c	Facilitate coaching and mentoring of practitioners in health and social care or children and young people's settings	L/602/2547	6	5	43
25	O35	Manage induction in health and social care or children and young people's settings	T/602/2574	3	4	21
26	O40	Facilitate change in health and social care or children and young people's settings	F/602/2612	6	5	42
27	O41	Manage an inter-professional team in a health and social care or children and young people's setting	L/602/2743	7	6	48
28	O42	Manage finance within own area of responsibility in health and social care or children and young people's setting	T/602/2753	4	4	31

OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
29	O43	Manage quality in health and social care or children and young people's setting	R/602/2758	5	5	36
30	B1	Develop and evaluate operational plans for own area of responsibility	Y/600/9588	6	5	25
31	E8	Manage physical resources	K/600/9711	3	4	25
32	O3	Manage domiciliary services	L/602/2337	6	5	39
33	O4	Lead the management of transitions	F/602/2853	4	5	29
34	O32	Lead positive behavioural support	K/602/2572	10	7	75
35	CCLDOP5.12	Develop provision for family support	K/602/3074	5	5	33
36	CCLDOP5.13	Lead support for disabled children and young people and their carers	M/602/2380	8	6	57
37	CCLDOP5.25	Undertake a research project within services for health and social care or children and young people	J/602/3499	10	5	80
38	LD503	Lead active support	H/601/7354	5	5	35
39	LD504	Active support: lead interactive training	K/601/7355	4	5	30
40	LD509	Promote access to healthcare for individuals with learning disabilities	J/601/5645	6	5	44
41	LD510	Promote good practice in the support of individuals with autistic spectrum conditions	A/601/5318	7	5	53
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OCR Unit No	Sector Unit No	Unit title	Unit Accreditation No (UAN)	Credit value	Level	GLH
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63	ASM1	Recognise indications of substance misuse and refer individuals to specialists	M/601/0648	4	3	24
64	ASM4	Identify and act upon immediate risk of danger to substance misusers	D/501/0585	4	3	24

### 9.3 What if I cannot gain enough credits for a full qualification?

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These qualifications are very flexible and allow you to achieve recognition for what you have already achieved even if you do not finish the full qualification. OCR has systems in place which allow you to be awarded a certificate listing the unit (or units) you have achieved even if you are unable to complete the full qualification.

### 9.4 How do I know that these qualifications are right for me?

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These qualifications are designed for candidates wishing to gain an appropriate qualification for the purposes of working in Leadership roles within the Health and Social Care sector.

### 9.5 How are the units assessed?

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All of the units are assessed by an internal assessor; this may be your senior manager. The units are then externally verified by an OCR appointed External Verifier.

## 9.6 Do I need to pass all of the units?

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The units that need to be passed in order to achieve a full Diploma in Leadership for Health and Social Care and Children and Young People's Services (England) are detailed in section 9.2. However, each unit represents a worthwhile achievement in its own right, and certification is also available at unit level.

## 9.7 How do I keep track of my achievements?

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We have designed a **Record of Achievement** form for you to use to keep track of your achievements. This form is optional (you do not have to use it if you do not want to).

## 9.8 Can my work for these qualifications prepare me for my Functional Skills?

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The work that you do for these qualifications may help to prepare you for the functional skills assessment.

**OCR wishes you every success in your achievement of these qualifications.**



# 10 Mapping and signposting

## 10.1 National Occupational Standards (NOS) Mapping

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These qualifications provide 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 (NOS) in Leadership for health and social care and children and young people's settings.

Each unit contains details of the signposting to the NOS.

## 10.2 Functional skills signposting

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Training provided for these qualifications may help to prepare candidates for the functional skills assessment. It is likely however that further training would be needed to fully prepare candidates for functional skills assessment.

# 11 Further support and information

## 11.1 Enquiries

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For enquiries relating to any of OCR's vocational qualifications, please contact the OCR Customer Contact Centre on:

Telephone: 024 76 851509  
Fax: 024 76 851633  
Email: vocational.qualifications@ocr.org.uk

Alternatively, you could visit OCR's website at [www.ocr.org.uk](http://www.ocr.org.uk) for further information on OCR qualifications.

## 11.2 Results enquiries

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For information about result enquiries please refer to the OCR website at [www.ocr.org.uk](http://www.ocr.org.uk).

## 11.3 Customer feedback

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We welcome feedback from customers on all aspects of our provision. Comments relating to this documentation should be sent to:

The OCR Qualification Manager  
Diploma in Leadership for Health and Social Care (England)  
Qualifications Division  
OCR  
Coventry Office  
Westwood Way  
Coventry  
CV4 8JQ

## 11.4 OCR Training Events

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Information on OCR's training events for centres can be found on the OCR website by going to [www.ocr.org.uk](http://www.ocr.org.uk), or by contacting:

OCR Training  
Customer Support Division  
Progress House  
Westwood Way  
Coventry CV4 8JQ  
Telephone: 02476 496 398  
Fax: 02476 496 399  
Email: training@ocr.org.uk

## 11.5 OCR Publications

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The OCR Publications Service offers support to OCR customers, centres, parents and candidates. It offers a wide range of up-to-date materials for sale which relate to our key qualifications. These materials include specifications, past papers, mark schemes and a range of support materials.

The OCR Publications Catalogue holds the full list of materials currently available to order. To obtain a copy of this and to order publications, please go to <http://publications.ocr.org.uk> or call our dedicated order line on 0870 770 6622.

Orders can also be emailed to [publications@ocr.org.uk](mailto:publications@ocr.org.uk) or posted to the address on the order form printed in the OCR Publications Catalogue.

OCR Support Materials prepare extra resources to help you deliver our qualifications. These support materials can be ordered from OCR Publications and more information about the materials can be obtained from [support.materials@ocr.org.uk](mailto:support.materials@ocr.org.uk).

## 11.6 Documents related to these qualifications

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OCR's *Admin guide: Vocational Qualifications (A850)*

JCQ publications:

- *Access Arrangements, Reasonable Adjustments and Special Consideration;*
- *Instructions for Conducting Examinations;*
- *Suspected Malpractice in Examinations and Assessments*

# 12 Glossary

<b>Analyse</b>	to examine in detail in order to discover meaning, essential features, etc
<b>Apply</b>	to devote oneself with diligence to bring into operation or use to put to practical use; utilise; employ
<b>Assess</b>	to judge the worth, importance, etc, of; evaluate
<b>Calculate</b>	to solve (one or more problems) by a mathematical procedure; compute
<b>Carry out</b>	to perform or cause to be implemented
<b>Chart</b>	to plot or outline the course of to make a detailed plan of to make a chart of
<b>Classify</b>	to arrange or order by classes; categorise
<b>Collect</b>	to gather together or be gathered together
<b>Communicate</b>	to impart (knowledge) or exchange (thoughts, feelings, or ideas) by speech, writing, gestures, etc
<b>Compare</b>	to regard or represent as analogous or similar; liken
<b>Compile</b>	to make or compose from other materials or sources
<b>Complete</b>	to make whole or perfect to end; finish
<b>Conduct</b>	to do or carry out
<b>Contrast</b>	to distinguish by comparison of unlike or opposite qualities
<b>Contribute</b>	to give (support, money, etc) for a common purpose or fund to supply (ideas, opinions, etc) as part of a debate or discussion
<b>Cook</b>	to prepare (food) by the action of heat, as by boiling, baking, etc, or (of food) to become ready for eating through such a process
<b>Define</b>	to state precisely the meaning of (words, terms, etc)
<b>Deliver</b>	to carry (goods, etc) to a destination, esp. to carry and distribute (goods, mail, etc) to several places to hand over, transfer, or surrender to produce or perform something promised or expected
<b>Demonstrate</b>	to show, manifest, or prove, esp. by reasoning, evidence, etc
<b>Describe</b>	to give an account or representation of in words
<b>Design</b>	to work out the structure or form of (something)
<b>Detail</b>	to list or relate fully to include all or most particulars
<b>Develop</b>	to come or bring to a later or more advanced or expanded stage; grow or cause to grow gradually
<b>Devise</b>	to work out, contrive, or plan (something) in one's mind
<b>Discuss</b>	to have a conversation about; consider by talking over; debate to treat (a subject) in speech or writing
<b>Estimate</b>	to form an approximate idea of (distance, size, cost, etc); calculate roughly; gauge

<b>Evaluate</b>	to ascertain or set the amount or value of to judge or assess the worth of; appraise
<b>Examine</b>	to look at, inspect, or scrutinise carefully, or in detail; investigate
<b>Explain</b>	to make (something) comprehensible, esp. by giving a clear and detailed account of the relevant structure, operation, surrounding circumstances, etc
<b>Explore</b>	to examine or investigate, esp. systematically
<b>Generate</b>	to produce or bring into being; create
<b>Give</b>	to present or deliver voluntarily (something that is one's own) to the permanent possession of another or others to impart or communicate
<b>Identify</b>	to prove or recognise as being a certain person or thing; determine the identity of
<b>Illustrate</b>	to clarify or explain by use of examples, analogy, etc
<b>Implement</b>	to carry out; put into action; perform
<b>Interact</b>	to act on or in close relation with each other
<b>Interpret</b>	to clarify or explain the meaning of; elucidate
<b>Investigate</b>	to inquire into (a situation or problem) thoroughly; examine systematically, especially in order to discover the truth
<b>Justify</b>	to prove or see to be just or valid; vindicate to show to be reasonable; warrant or substantiate
<b>Keep</b>	to have or retain possession of
<b>Lead</b>	to show the way to (an individual or a group) by going with or ahead to guide or be guided by holding, pulling, etc to phrase a question to (a witness) that tends to suggest the desired answer
<b>Measure</b>	to determine the size, amount, etc, of by measurement
<b>Monitor</b>	to observe or record (the activity or performance) of (an engine or other device)
<b>Organise</b>	to form (parts or elements of something) into a structured whole; co ordinate
<b>Outline</b>	to give the main features or general idea of
<b>Participate</b>	to take part, be or become actively involved, or share (in)
<b>Perform</b>	to carry out or do (an action)
<b>Plan</b>	to have in mind as a purpose to make a plan of (a building)
<b>Prepare</b>	to make ready or suitable in advance for a particular purpose or for some use, event etc to put together using parts or ingredients; compose or construct to equip or outfit
<b>Present</b>	to show, exhibit to put forward; submit to bring or suggest to the mind
<b>Produce</b>	to bring (something) into existence; yield to bring forth (a product) by physical or mental effort; make
<b>Profile</b>	to draw, write or make a profile of
<b>Promote</b>	to further or encourage the progress or existence of to raise to a higher rank, status degree etc to urge the adoption of; work for to encourage the sale of (a product) by advertising or securing financial support

<b>Propose</b>	<b>to put forward (a plan, motion, etc) for consideration or action</b>
<b>Provide</b>	to put at the disposal of; furnish or supply
<b>Recognise</b>	to perceive (a person, creature, or thing) to be the same as or belong to the same class as something previously seen or known; know again
<b>Recommend</b>	to advise as the best course or choice; counsel
<b>Research</b>	to carry out investigations into (a subject, problem etc)
<b>Review</b>	to look at or examine again to look back upon
<b>Select</b>	to choose (someone or something) in preference to another or others
<b>Serve</b>	to render or be of service to (a person, cause, etc); help to distribute or provide
<b>Show</b>	to make, be, or become visible or noticeable to indicate or explain; prove
<b>Suggest</b>	to put forward (a plan, idea, etc) for consideration
<b>Summarise</b>	to make or be a summary of; express concisely
<b>Understand</b>	to know and comprehend the nature or meaning of
<b>Undertake</b>	to contract to or commit oneself to (something) or to do (something)
<b>Use</b>	to put into service or action; employ for a given purpose