



**Level 2 Award in Promoting Employment  
In Social Care**

**Qualification Specification**

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## Introduction

The **Level 2 Award in Promoting Employment in Social Care** qualification is aimed at people working in social care to promote careers to those who have not considered working in the sector. I Care... Ambassadors must demonstrate that they have met the assessment criteria in this qualification.

The awarding organisation for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The specification for these qualifications has been approved by the Welsh Government for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

This qualification has been accredited onto the Regulated Qualifications Framework.

## Qualification Profile

|                             |   |
|-----------------------------|---|
| Qualification title         | <b>ProQual Level 2 Award in Promoting Employment in Social Care</b>   |
| Ofqual qualification number | 601/4424/5  |
| Level                       | Level 2   |
| Total Qualification Time    | 60 Hours (48 GLH)   |
| Assessment                  | Pass or fail<br>Internally assessed and verified by centre staff<br>External quality assurance by ProQual verifiers |
| Qualification start date    | 1/09/14   |
| Qualification end date      |   |

## Entry Requirements

There are no formal entry requirements for this qualification.

Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

## Qualification Structure

Candidates must complete the two Mandatory units.

| Mandatory             |  |            |     |
|-----------------------|--|------------|-----|
| Unit Reference Number | Unit Title                                       | Unit Level | GLH |
| J/505/2670            | Provide information on employment in social care | 2          | 24  |
| M/504/8659            | Practical presentation skills                    | 2          | 24  |

## Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

### Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

### Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal verifier who are suitably qualified for the specific occupational area. Assessors and internal verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or verifier qualifications, such as:

- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

## Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

## Assessment

Candidates must demonstrate the level of knowledge described in the unit. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Assessment guidance is included to assure consistency.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- assignments/projects/reports
- worksheets
- portfolio of evidence
- record of oral and/or written questioning
- candidate test papers

**Learning outcomes** set out what a candidate is expected to know, understand or be able to do.

**Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

*Learning outcomes and assessment criteria for this qualification can be found from page 8 onwards.*

## Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

## Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

## Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

## Certification

Candidates who achieve the requirements of the qualification will be awarded:

- A certificate listing the units achieved, and
- A certificate giving the full qualification title -

**ProQual Level 2 Award in Promoting Employment in Social Care**

### Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the requirements for a qualification. All certificates will be issued to the centre for successful candidates.

### Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

## Learning Outcomes and Assessment Criteria

### Unit J/505/2670

#### Provide information on employment in social care

| Learning Outcome - The learner will:                                      | Assessment Criterion - The learner can:   |
|---|---|
| 1 Understand work roles in the social care sector.                        | <ul style="list-style-type: none"><li>1.1 Describe the range of jobs and careers available in the social care sector.</li><li>1.2 Describe the range of service settings in the social care sector.</li><li>1.3 Describe the possible routes into the social care sector.</li></ul>   |
| 2 Understand the values and principles of work in social care.            | <ul style="list-style-type: none"><li>2.1 Describe the key principles and values for social care workers, including dignity and respect of individuals.</li><li>2.2 Describe how roles in social care support people to have choice and independence.</li><li>2.3 Describe the benefits and rewards identified by those working in social care.</li></ul>         |
| 3 Understand information sources about working in the social care sector. | <ul style="list-style-type: none"><li>3.1 Describe information resources available to those considering employment and careers in social care.</li><li>3.2 Describe resources available to those promoting careers in social care.</li><li>3.3 Use resources and materials to plan an information session about social care to be delivered to a group.</li></ul> |

## Assessment

All learning outcomes in this unit must be assessed using methods appropriate to the assessment of the knowledge and understanding.

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.



## Unit M/504/8659

### Practical presentation skills

| Learning Outcome - The learner will:  | Assessment Criterion - The learner can:   |
|---|---|
| 1 Understand the skills involved in preparing and delivering presentations  | 1.1 Give reasons why presentations may be necessary<br>1.2 Describe the most common delivery styles and structures for presentations<br>1.3 Explain the importance of: <ul style="list-style-type: none"> <li>a) preparation</li> <li>b) planning</li> <li>c) presentation</li> <li>d) performance</li> </ul> 1.4 Describe the main elements that make up each of the above |
| 2 Be able to use different visual aids and delivery styles in presentations | 2.1 Select a variety of visual aids for use within given presentations<br>2.2 Give reasons for selection of the visual aids used<br>2.3 Use a selected delivery style for given presentations<br>2.4 Give reasons for using delivery style chosen   |
| 3 Be able to plan a presentation  | 3.1 Identify sources of information<br>3.2 Select different sources of information relevant to the topic of presentation<br>3.3 Follow a given structure to plan a presentation for a given task  |
| 4 Be able to deliver a presentation   | 4.1 Introduce topic clearly<br>4.2 Speak audibly, using tone and register appropriate to the audience and level of formality<br>4.3 Present material logically, linking ideas together<br>4.4 Explain key concepts<br>4.5 Use appropriate evidence to support the ideas, arguments and opinions presented<br>4.6 Present an effective conclusion                            |
| 5 Be able to assess performance and identify areas for improvement          | 5.1 Assess own performance<br>5.2 Obtain feedback from audience<br>5.3 Identify areas for own improvement   |

## Assessment

All learning outcomes in this unit must be assessed using methods appropriate to the assessment of the knowledge and understanding.

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.



ProQual Awarding Body  
ProQual House  
Westbridge Court  
Annie Med Lane  
South Cave  
HU15 2HG

Tel: 01430 423822

[www.proqualab.com](http://www.proqualab.com)

[enquiries@proqualab.com](mailto:enquiries@proqualab.com)