

NVQ Level 2 in Health & Social Care 3 NVQ Level 2 Administration

Accreditation Body: City & Guilds

Introduction/Summary

The City & Guilds Level 2 S/NVQ in Health & Social care has been specially designed for anyone working either in the social care or health care sector who wishes to develop their skills or gain a formal recognition of their existing skills.

Qualification

To gain this qualification the learner must be employed in an administrative rôle with some degree of personal responsibility.

Participants take two mandatory units plus a further three optional units. The wide choice of optional units gives a high level of flexibility, allowing the qualification to be tailored to meet the varying needs of participants and employers across all employment sectors.

Mandatory Units

- Communicate with, and complete records for individuals
- Support the health & safety of yourself and individuals
- Develop your knowledge and practice
- Ensure your own actions support the care, protection and well being of individuals

Optional Units – the following are examples of the optional units available from which 3 must be chosen

- Carry out and provide feedback on specific plan of care activities
- Support individuals to access and use information
- Assist in the administration of medication
- Support individuals prior to, during and after clinical procedures
- Contribute to moving and handling individuals
- Observe, monitor and record the conditions of individuals
- Gain access to, and ensure individual's homes are secure
- Manage environments and resources during clinical activities
- Protect yourself from the risk of violence at work

The Funding

To qualify for full funding for this course the candidates must meet the following criteria:

1. Aged 19 or above
2. To have been a resident of the UK for more than 3 years and be eligible to work in the UK

3. Must not already hold a level 2 qualification (this is the equivalent to 5 GCSE's of grade C and above)
4. A prior funding claim for this candidate must not have been received by the Learning and Skills Council.

If the learner already has a level 2 qualification then they can receive partial funding for the NVQ – please ask a member of our team for details.

Requirements

1. The learner must be willing to develop their care skills and be committed to gaining the award
2. The learner must have access to written policies on performance, grievance, supervision, development and health and safety
3. The learner must have a named manager to whom we can refer if there are any problems or queries. This manager must be fully supportive of the learner gaining the award and provide the necessary support and time to complete it.

Day One "Shopping List"

At either the first meeting with their assessor or on the first day of training which ever is earliest it will be necessary for the learners to bring the following evidence with them to assist in the building of their portfolios.

Individuals Information:

- Job Description
- Curriculum Vitae
- Training Records or Copies of Certificates
- Copy of most up to date appraisal
- Copy of personal development plan if available

Company Information:

- Company Mission Statement
- Copies of Discipline/Grievance Policies
- Copy of Company Health and Safety Policy
- Company Structure or Organisation Chart
- Copy of Company Diversity Statement

The learner may need assistance in compiling this and where more than one learner from your organisation is completing the NVQ each one will need a separate copy of the above.