Unit 4222-348 Working Together for the Benefit of Children and Young People (CYP M3.6)

Level: **3**
Credit value: **2**
UAN: **K/601/1698**

Unit aim

The unit is designed to enable the learner to understand the importance of multi agency and integrated working and to develop the skills of effective communication for professional purposes. It includes and assesses competence in information sharing between those involved in work with children and young people.

Learning outcomes

There are **three** learning outcomes to this unit. The learner will:

1. Understand integrated and multi agency working
2. Be able to communicate with others for professional purposes
3. Be able to support organisational processes and procedures for recording, storing and sharing information

Guided learning hours

It is recommended that 15 hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

This unit is linked to the:

- CCLD 301: Promote children's' development
- CCLD 431: Contribute to leadership and management of integrated childcare provision
- CCLD 323: Manage multi agency working arrangements
- HSC 31: Promote effective communication with, for and about individuals
- CWDC Training, Support and Development Standards for Foster Care, Standard 4: Know how to communicate effectively
- UK Codes of Practice for Social Care Workers.

Support of the unit by a sector or other appropriate body

This unit is endorsed by Skills for Care and Development.

Assessment

LOs 2 and 3 must be assessed in real work environments.

Unit should be assessed in line with the Skills for Care and Development QCF Assessment Principles.

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Assessment Criteria

Outcome 1 Understand integrated and multi agency working

The learner can:

1. explain the importance of multi agency working and integrated working.
2. analyse how integrated working practices and multi agency working in partnership deliver better outcomes for children and young people.
3. describe the functions of external agencies with whom your work setting or service interacts.
4. explain common barriers to integrated working and multi agency working and how these can be overcome.
5. explain how and why referrals are made between agencies.
6. explain the assessment frameworks that are used in own UK Home Nation.

Outcome 2 Be able to communicate with others for professional purposes

The learner can:

1. select **appropriate communication** methods for different circumstances
2. demonstrate use of appropriate communication methods selected for different circumstances
3. prepare reports that are accurate, legible, concise and meet legal requirements.

Outcome 3 Be able to support organisational processes and procedures for recording, storing and sharing information

The learner can:

1. demonstrate own contribution to the development or implementation of processes and procedures for recording, storing and sharing information
2. demonstrate how to maintain secure recording and storage systems for information:
   - paper based
   - electronic
3. analyse the potential tension between maintaining confidentiality with the need to disclose information:
   - where abuse of a child or young person is suspected
   - when it is suspected that a crime has been/may be committed.

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Additional guidance

Appropriate communication may include:

- Use of electronic communication aids
- Use of pictorial and design communication aids such as Makaton
- Use of an interpreter when appropriate including British/Irish Sign Language interpreters
- Effective use of the telephone
- Preparing and delivering presentations
- Written communication
  - Notes of meetings
  - Personal records
  - Presentations
  - Letters
  - Formal reports
  - Email

Prepare Reports

In some settings where this is not a practitioner's lead responsibility (eg a school) it is acceptable for practitioners to produce an 'example report' or to support the lead practitioner in completing reports that are accurate, legible, concise and meet legal requirements.

See the assessment section of this handbook *(Level 3 Diploma for the Children and Young People's Workforce (4227) Qualification handbook)* for important guidance about this qualification, including notes on assessment methods, evidence requirements and sources for evidence. Ensure that you have read these notes before undertaking this unit.