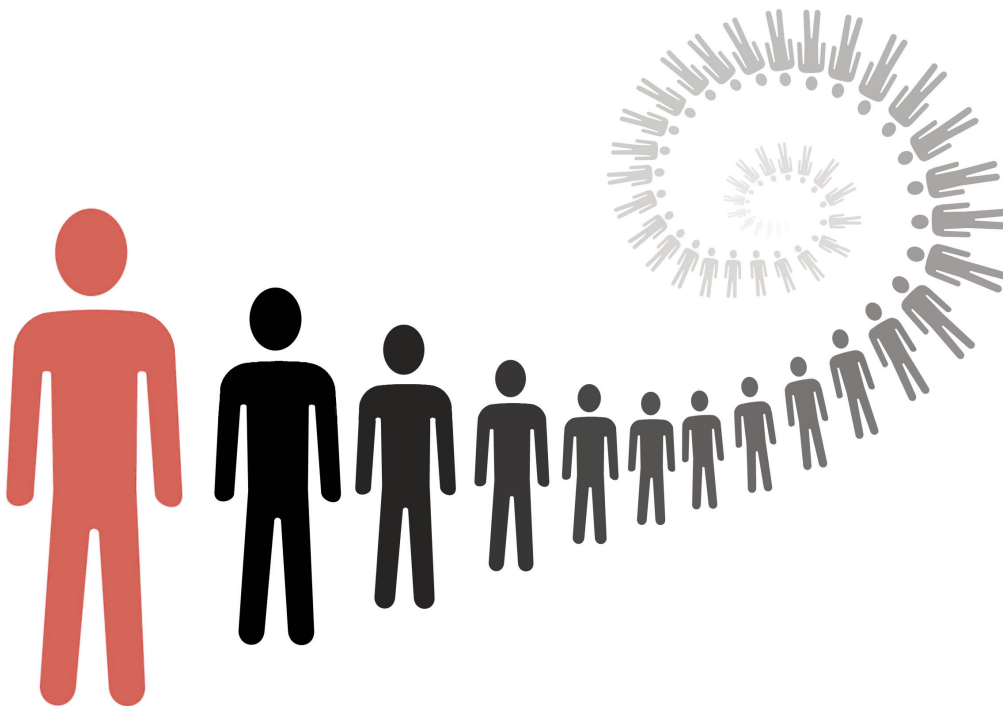


# LEVEL 4 LEADERSHIP AND MANAGEMENT FOR CARE SERVICES NVQ (3078)

## INFORMATION FOR CENTRES



# LEADERSHIP AND MANAGEMENT FOR CARE SERVICES (3078)

## INFORMATION FOR CENTRES

The City & Guilds level 4 National Vocational Qualification (NVQ) in Leadership and Management for Care Services replaces both the NVQs in Registered Managers (Adults) (3058) and Residential Childcare Managers (3066).

The qualification is aimed at managers, owners and leaders across a range of health and social care provision for children, adults or older people. This includes those involved in the management of residential or nursing homes, domiciliary or day care services, from public, private or voluntary sectors. They may be managing specialist provision for those with mental health, learning difficulties, sensory and/or physical disabilities at various operational or strategic management levels.

The qualification is designed to enable managers to demonstrate through their day to day practice that they have the necessary skills and knowledge to deliver agreed best practice in management.

### What is the qualification structure?

The qualification is at level 4 of the National Database of Accredited Qualifications (NDAQ). The qualification structure comprise 31 units, of which the first four units are mandatory:

- Unit 001 Manage and develop yourself and your workforce within care services.
- Unit 002 Lead and manage provision of care services that respects, protects and promotes the rights and responsibilities of people.
- Unit 003 Develop and maintain systems, procedures and practice of care services to manage risks and comply with health and safety requirements.
- Unit 004 Lead and manage effective communication that promotes positive outcomes for people within care services.

There is a choice of a further 4 units drawn from 27 optional units, information on these optional units can be found in the Standards and Assessment Requirements (SAR) document located on the qualification web page.

### How is the qualification delivered and assessed?

This is a work based NVQ which means learners will be assessed in the workplace performing real work activities. If the manager requires any additional training prior to assessment this can be based on or off-site or through a combination of the two. Ideally the manager will have access to a mentor as well as somebody to directly assess their skills.

In addition to observation, there is a range of methods of assessment such as expert witness observation, professional discussion, learner accounts and case studies. Assessors will negotiate the most appropriate methods to ensure all requirements are met. For the full list of assessment methods please refer to the Standards and Assessment Requirements (SAR) document located on the qualification web page.

### Funding

Centres must contact the appropriate funding body to check eligibility for funding and any regional/national arrangements which may apply to the centre or learners.

### Progression

On completion of the qualification learners may wish to progress to higher level management qualifications such as the City & Guilds professional diplomas and certificates in:

- Counselling (4458)
- Inspecting Learning Disability Services (4466)
- Community Development (4463)
- Community Justice (4446)
- Health and Well-being (4462)
- Learning Disability Services (4456)
- N/SVQ Health and Social Care and the Institute of Leadership and Management (ILM) qualifications in Management levels 5 and 6.

### Does the qualification form part of a recognised framework?

The award is at level 4 on the National Qualifications Framework (NQF) for England, Northern Ireland and Wales. Please contact your nearest City & Guilds office for further information.

### How can I find out more about this qualification?

Visit our dedicated webpages:

**[www.cityandguilds.com/healthandsocialcare](http://www.cityandguilds.com/healthandsocialcare)**

You can find out more by contacting your nearest City & Guilds office. Log on to our website

**[www.cityandguilds.com](http://www.cityandguilds.com)** to find the location of your nearest one, or contact our Customer Relations team at:

### City & Guilds

**1 Giltspur Street**

**London**

**EC1A 9DD**

**T +44 (0)20 7294 2800**

**F +44 (0)20 7294 2400**

**[www.cityandguilds.com](http://www.cityandguilds.com)**

**[centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)**

If you're asked for a qualification number, please quote:  
**3078**

For further information on funding please contact:

**[www.lsc.gov.uk](http://www.lsc.gov.uk)**

**[www.wales.gov.uk](http://www.wales.gov.uk)**

**[www.delni.go.uk](http://www.delni.go.uk)**

Every effort has been made to ensure that the information contained in this publication is true and correct at time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

©2008 The City and Guilds of London Institute. All rights reserved. City & Guilds is a trademark of the City and Guilds of London Institute. City & Guilds is a registered charity (charity number 312832) established to promote education and training.

1 Giltspur Street

London EC1A 9DD

T+44 (0)20 7294 2468

F+44 (0)20 7294 2400

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

### Key points

- A management qualification specifically designed for managers in care services.
- Enables managers to meet their responsibilities for qualification and personal professional development.
- Provides a career development route for deputies and team leaders.