

Level 2 Certificate for the Children & Young People's Workforce (4227-01-02)

England, Wales and Northern Ireland

Level 2 Assignment guide for candidates



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Level 2 Certificate for the Children & Young People's Workforce (4227-01-02)



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Contents

1	About this document	7
2	Introduction	8
2.1	Assignment evidence requirements	8
2.2	Presentation of work for the assignment	8
2.3	Timing, marking and grading of assignment work	8
2.4	Provision of assignments	8
3	Unit assignments	9
Assignment 005	Child and young person development	10
Assignment 008	Safeguarding the welfare of children and young people	20
Assignment 013	Understand Partnership Working in Services for Children and Young People	28
Assignment 118	Introduction to Duty of Care in Health, Social Care or Children and Young People's Settings	34
Appendix 1	Candidate and centre details	40
Appendix 2	Useful contacts	41

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1 About this document

This document contains the guidance candidates will require to take assignments for the following certificate:

Level 2 Certificate for the Children & Young People's Workforce (4227-01)

This document includes:

- assignments for candidates undertaking the above qualification
- candidate assessment record documentation for each assignment.

There are also Level 3 assignments provided for this qualification, which may be found in the Level 3 Assignment Guide.

This guide contains the Level 2 assignments as follows:

Assessments	Mandatory/ Optional	Title	Method
Assignment 005	Mandatory	Child and Young Person Development	This assessment covers the knowledge requirements for Unit 004. Externally set assignment, locally marked, internally and externally verified. Graded as pass/refer only.
Assignment 008	Mandatory	Safeguarding the Welfare of Children and Young People	This assessment covers the knowledge requirements for Unit 007. Externally set assignment, locally marked, internally and externally verified. Graded as pass/refer only.
Assignment 013	Mandatory	Understand Partnership Working in Services for Children and Young People	This assessment covers the knowledge requirements for Unit 012. Externally set assignment, locally marked, internally and externally verified. Graded as pass/refer only.
Assignment 118	Optional	Introduction to duty of care in health, social care or children's and young people's settings	This assessment covers the knowledge requirements for Unit 117. Externally set assignment, locally marked, internally and externally verified. Graded as pass/refer only.

2 Introduction

2.1 Assignment evidence requirements

Proforma tables have been included for some of the tasks – please use for clarity wherever possible.

2.2 Presentation of work for the assignment

It is important that you present your work in a clear and logical sequence and that when you complete the work for a task you sign and date that evidence before submitting it to your assessor/tutor.

2.3 Timing, marking and grading of assignment work

It is best practice that you discuss and agree timing for submission of a task with your assessor/tutor at the start of the assignment and the timing requirements are clearly recorded for you to refer to at a later date. The tasks within the assignment are graded as a pass or refer, with the opportunity for you to resubmit your work for a pass.

You will receive feedback from your assessor/tutor on submission of evidence and their guidance will clarify any additional work needed to fully meet the task and achieve a pass or refer. It is important you are made aware of the marking and grading criteria so that you are able to aim for a pass and know the factors that influence the grade your work is given. If you fail a task you can repeat it, at the centre's discretion.

An overall assignment marking and grading sheet is included for each assignment with an assignment feedback form to record support and guidance given to you by your assessor/tutor. The unit will only be complete when you have achieved the assignment with a pass for **all** tasks.

2.4 Provision of assignments

The assignments are in Section 2 of this document.

What the results mean:

Pass

All assignment tasks have been achieved and you will have:

- demonstrated understanding of the requirements and produced the minimum evidence required
- provided evidence which demonstrates knowledge relevant to the task.

Refer

When some tasks in the assignment need to be reworked.

Fail

When, after the second attempt, there are still a significant number of tasks that have not been completed to the required standard.

3 Unit assignments

The assignments for the Level 2 units for this qualification follow in this guide. The Level 3 unit assignments are available in a separate document, entitled Level 3 Diploma for the Children & Young People's Workforce (4227-03/04/05), Assignment guide for Candidates.

Assignment 005 Child and young person development

Assignment overview

Introduction

The assignment for this unit asks you to demonstrate your knowledge and understanding of children and young people's development birth to 19 years. The assignment is designed to ensure that by completing **all** the tasks, you will meet the Learning Outcomes and assessment criteria for Unit 004, Child and Young Person Development.

Tasks

There are **three** tasks to this assignment.

- A Complete tables
- B Complete table
- C Complete table

Assignment coverage

Task	Task name	Learning outcomes covered
A	A Complete tables	Know the main stages of children and young person development
B	B Complete table	Understand the kinds of influences that affect children and young people's development
C	C Complete table	Understand the potential effects of transitions on children and young people's development

Assignment 005 Child and young person development

Task A

Complete tables

Complete the following **four** tables showing the different stages of development against the different ages, and identify how development is holistic by showing links to other developmental aspects.

1. Physical development
2. Intellectual development
3. Communication development
4. Social, emotional and behavioural development

(Ref 1.1, 1.2)

Assignment 005 Child and young person development

Table 1: Physical development

Age range	Description of the stage	An example of how this impacts on another aspect of development
0 – 3 months		
3 – 6 months		
6 – 9 months		
9 – 12 months		
1 – 2 years		
2 – 4 years		
4 – 7 years		
7 – 12 years		
12 – 16 years		
16 – 19 years		

Assignment 005 Child and young person development

Table 2 Intellectual development

Age range	Description of the stage	An example of how this impacts on another aspect of development
0 – 3 months		
3 – 6 months		
6 – 9 months		
9 – 12 months		
1 – 2 years		
2 – 4 years		
4 – 7 years		
7 – 12 years		
12 – 16 years		
16 – 19 years		

Assignment 005 Child and young person development

Table 3: Communication development

Age range	Description of the stage	An example of how this impacts on another aspect of development
0 – 3 months		
3 – 6 months		
6 – 9 months		
9 – 12 months		
1 – 2 years		
2 – 4 years		
4 – 7 years		
7 – 12 years		
12 – 16 years		
16 – 19 years		

Assignment 005 Child and young person development

Table 4: Social, emotional and behavioural development

Age range	Description of the stage	An example of how this impacts on another aspect of development
0 – 3 months		
3 – 6 months		
6 – 9 months		
9 – 12 months		
1 – 2 years		
2 – 4 years		
4 – 7 years		
7 – 12 years		
12 – 16 years		
16 – 19 years		

Assignment 005 Child and young person development

Task B Complete table

Complete the table below, showing the effects on children and young people’s development of each type of influence, also recording why recognising and responding to each one is important.

(Ref 2.1, 2.2)

Type of Influence	Give ONE example of the effect on children and young people’s development	Why recognising and responding to this is important
Background		
Health		
Environment		

Assignment 005 Child and young person development

Task C Complete table

Complete the table below, giving **three** examples of transitions that affect most children and young people and **three** examples of transitions that affect some children and young people. With all examples, show how the transition may affect their behaviour and development.

(Ref 3.1, 3.2, 3.3)

Transition experienced by MOST children and young people:	Example of possible affect on children and young people's behaviour and development
--	--

1.

2.

3.

Transition experienced by SOME children and young people:	Example of possible affect on children and young people's behaviour and development
--	--

1.

2.

3.

Candidate assessment record

Assignment feedback and result sheet

Unit number and title	Assignment 005	Child and young person development
Candidate's name		Enrolment number
Assessor's name		Centre number
Dates assignment submitted	1 st	
	2 nd	

Tasks	1st Submission	Resubmission	IV Signature if sampled
	Outcome Pass/Refer	Outcome Pass/Fail	
A			
B			
C			

Assessor/Tutor feedback to candidate on outcome of assessment

Target date and action plan for resubmission (if applicable)

Assessor/Tutor feedback to candidate on outcome of resubmission

Date of final assessment decision

I confirm that this assessment has been completed to the required standard and meets the requirements for validity, currency, authenticity and sufficiency

Tutor/assessor's
signature

Date

I confirm that the assignment work to which this result relates, is all my own work

Candidate signature

Date

Internal verifier
signature

Date

Assignment 008 Safeguarding the welfare of children and young people

Assignment overview

Introduction

The assignment for this unit asks you to demonstrate your knowledge and understanding of how to safeguard the welfare of children and young people in settings. The assignment is designed to ensure that by completing **all** the tasks, you will meet the Learning Outcomes and assessment criteria for Unit 007, Safeguarding the welfare of children and young people.

Tasks

There are **three** tasks to this assignment.

- A Questions
- B Tables and action plan
- C Table

Assignment coverage

Task	Task name	Learning outcomes covered
A	A Questions	1. Know about the legislation, guidelines, policies and procedures for safeguarding the welfare of children and young people including e-safety 3. Know how to respond to evidence or concerns that a child or young person has been abused, harmed or bullied
B	B Tables and action plan	2. Know what to do when children or young people are ill or injured, including emergency procedures
C	C Table	3. Know how to respond to evidence or concerns that a child or young person has been abused, harmed or bullied

Assignment 008 Safeguarding the welfare of children and young people

Task A Questions

1. Identify a current a national piece of legislation relevant to safeguarding children and young people's welfare (Ref: 1.1).
2. Identify **two** current local policies, procedures or guidance in relation to safeguarding the welfare of children and young people (Ref: 1.1).
3. Complete the following table with **two** examples: (Ref:1.2).

Agency name (involved in safeguarding children and young people)	Role of the agency (in own work setting)

4. Complete the following table. (Ref. 3.1)

Types of child abuse	List THREE characteristics for each type of child abuse
Physical	
Emotional	
Sexual	
Neglect	
Bullying	

5. Complete the following table. (Ref. 3.4)

Concerns that a colleague is:	Give a description of the action to be taken in response.
--------------------------------------	--

Failing to comply with safeguarding procedures	
--	--

Harming, abusing or bullying a child or young person	
--	--

6. Describe the principles and boundaries of confidentiality and when to share information. (Ref. 3.5)

Assignment 008 Safeguarding the welfare of children and young people

Task B Tables and action plan

1. Complete the following table. (Ref. 2.1, 2.2)

	Common childhood illnesses	Signs and symptoms	Actions to take
1			
2			
3			
4			
5			

2. Produce a **five** point action plan to follow if a child is suffering from any or all of the following signs and symptoms: Severe headache, feeling nauseous, raised temperatre, sensitivity to light, raised rash or spots. (Ref. 2.3)

Actions to take

1. _____
2. _____
3. _____
4. _____
5. _____

3. Complete the following table showing what actions to take in an emergency. (Ref. 2.4).

Emergency	Action to take
Fires	
Security incident	
Missing children or young people	

Assignment 008 Safeguarding the welfare of children and young people

Task C Questions and table

Complete the table below showing the procedures to follow if there is evidence or are concerns that a child or young person has been, is being or is at risk of being abused, harmed or bullied. (Ref. 3.3)

Actions to take if a child or young person IS/HAS BEEN abused, harmed or bullied	Actions to take if a child or young person IS AT RISK OF BEING abused, harmed or bullied
1.	
2.	
3.	
4.	

Candidate assessment record

Assignment feedback and result sheet

Unit number and title	Assignment 008 young people	Safeguarding the welfare of children and
Candidate's name		Enrolment number
Assessor's name		Centre number
Dates assignment submitted	1 st	
	2 nd	

Tasks	1st Submission Outcome Pass/Refer	Resubmission Outcome Pass/Fail	IV Signature if sampled
A			
B			
C			

Assessor/Tutor feedback to candidate on outcome of assessment

Target date and action plan for resubmission (if applicable)

Assessor/Tutor feedback to candidate on outcome of resubmission

Date of final assessment decision

I confirm that this assessment has been completed to the required standard and meets the requirements for validity, currency, authenticity and sufficiency

Tutor/assessor's
signature

Date

I confirm that the assignment work to which this result relates, is all my own work

Candidate signature

Date

Internal verifier
signature

Date

Assignment 013 Understand Partnership Working in Services for Children and Young People

Assignment overview

Introduction

The assignment for this unit asks you to demonstrate your knowledge and understanding of partnership working in services for children and young people. The assignment is designed to ensure that by completing **all** the tasks, you will meet the Learning Outcomes and assessment criteria for Unit 012, Understand Partnership Working in Services for Children and Young People.

Tasks

There are **three** tasks to this assignment.

- A Questions
- B Questions
- C Questions

Assignment coverage

Task	Task name	Learning outcomes covered
A	A Questions	1. Understand partnership working within the context of services for children and young people
B	B Questions	2. Understand the importance of effective communication and information sharing in services for children and young people
C	C Questions	3. Understand the importance of partnership working with carers

Assignment 013 Understand Partnership Working in Services for Children and Young People

Task A Questions

Answer the following questions.

1. Why is it important for children and young people that you work in partnership with the following people/groups?

- Parents, carers, guardians
- Other professionals
- Multi-disciplinary teams
- Colleagues

(Ref. 1.1)

2. Identify from within your own chosen work setting three relevant partners for communication and information sharing. (Ref 1.2)

3. What **three** characteristics define an effective working partnership? (Ref 1.3)

4. List **three** examples of potential barriers to effective partnership working. (Ref 1.4)

Assignment 013 Understand Partnership Working in Services for Children and Young People

Task B Questions



Answer the following the questions.

1. Give **two** reasons why clear and effective information between partners is important. (Ref. 2.1)
2. Identify **one** policy and **one** procedure from children or young person's work setting for sharing information. (Ref 2.2)
3. Give **one** example of a conflict and **one** example of a dilemma that may occur when sharing information with partners. (Ref. 2.3)
4. What are the legal requirements for recording information? (Ref. 2.4)
5. Explain how communication and records are security stored to meet data protection requirements. (Ref. 2.5)
6. Explain why referrals are made to different agencies and how this is done. (Ref. 2.6)

Assignment 013 Understand Partnership Working in Services for Children and Young People

Task C Questions

Answer the following questions.

1. Give **two** reasons for working in partnership with parents and carers. (Ref. 3.1)
2. Complete the following table giving an explanation of how to develop **and** sustain partnerships with parents or carers, and **one** example of circumstances that would make it difficult to develop and sustain this partnership. (Ref. 3.2, 3.3)

	How to do this	Difficult circumstances
Development of partnership with parents or carers		
Sustaining partnership with parents or carers		

Candidate assessment record

Assignment feedback and result sheet

Unit number and title	Assignment 013	Understand Partnership Working in Services for Children and Young People
Candidate's name		Enrolment number
Assessor's name		Centre number
Dates assignment submitted	1 st	
	2 nd	

Tasks	1st Submission	Resubmission	IV Signature if sampled
	Outcome Pass/Refer	Outcome Pass/Fail	
A			
B			
C			

Assessor/Tutor feedback to candidate on outcome of assessment

Target date and action plan for resubmission (if applicable)

Assessor/Tutor feedback to candidate on outcome of resubmission

Date of final assessment decision

I confirm that this assessment has been completed to the required standard and meets the requirements for validity, currency, authenticity and sufficiency

Tutor/assessor's signature _____ Date _____

I confirm that the assignment work to which this result relates, is all my own work

Candidate signature _____ Date _____

Internal verifier signature _____ Date _____

Assignment 118 Introduction to Duty of Care in Health, Social Care or Children and Young People's Settings

Assignment overview

Introduction

The assignment for this unit asks you to demonstrate your knowledge and understanding of the introduction to duty of care in health, social care or children and young people's settings. The assignment is designed to ensure that by completing **all** the tasks, you will meet the Learning Outcomes and assessment criteria for Unit 118, Introduction to Duty of Care in Health, Social Care or Children and Young People's Settings.

Tasks

There are **two** tasks to this assignment.

A Questions

B Questions

Assignment coverage

Task	Task name	Learning outcomes covered
A	A Questions	1. Understand the implications of duty of care 2. Understand support available for addressing dilemmas that may arise about duty of care
B	B Questions	3. Know how to respond to complaints

Assignment 118 Introduction to Duty of Care in Health, Social Care or Children and Young People's Settings

Task A Questions

Answer the following questions.

1. What is meant by duty of care? (Ref. 1.1)
2. How does the duty of care affect work your role? (Ref. 1.2)
3. Identify **two** examples linked to duty of care when dilemmas may occur in the work role. (Ref 2.1)
4. Give **two** examples of where you might get additional support and advice to solve such dilemmas. (Ref. 2.2)

Assignment 118 Introduction to Duty of Care in Health, Social Care or Children and Young People's Settings

Task B Questions

Answer the following the questions.

1. Why is it important that individuals know how to make complaint? (Ref. 3.1)
2. Identify the main points of a Complaints Procedure. (Ref. 3.2)
3. Describe your own role in responding to complaints as part of your duty of care. (Refs. 3.1, 3.2)

Candidate assessment record

Assignment feedback and result sheet

Unit number and title	Assignment 118	Introduction to Duty of Care in Health, Social Care or Children and Young People's Settings
Candidate's name		Enrolment number
Assessor's name		Centre number
Dates assignment submitted	1 st	
	2 nd	

Tasks	1st Submission	Resubmission	IV Signature if sampled
	Outcome Pass/Refer	Outcome Pass/Fail	
A			
B			

Assessor/Tutor feedback to candidate on outcome of assessment

Target date and action plan for resubmission (if applicable)

Assessor/Tutor feedback to candidate on outcome of resubmission

Date of final assessment decision

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Tutor/assessor's signature _____ Date _____

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Candidate signature _____ Date _____

Internal verifier signature _____ Date _____

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Appendix 1 Candidate and centre details

Qualification title

Level

City & Guilds no.

Candidate contact details

City & Guilds enrolment no.

Date registered with City & Guilds

Centre name

Centre number

Centre address

Centre tel. number

Fax number

**Centre contact/quality assurance
coordinator (QAC) name**

**Centre contact/quality assurance
coordinator (QAC) contact details**

Appendix 2 Useful contacts

UK learners

General qualification information

T: +44 (0)844 543 0033

E: learnersupport@cityandguilds.com

International learners

General qualification information

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Centres

Exam entries, Registrations/enrolment, Certificates, Invoices, Missing or late exam materials, Nominal roll reports, Results

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Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change

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F: +44 (0)20 7294 2404 (BB forms)

E: singlesubjects@cityandguilds.com

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Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports

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