A picture containing text, clipart

Description automatically generated

Level 2 Technical Certificate in Healthcare, Care and Childcare (3625-20)

|  |
| --- |
| **Synoptic assignment 2023-2024**  **Recording forms** |
|  |

**About this document**

This document contains the mandatory recording forms for the synoptic assignment within Level 2 Technical Certificate in Healthcare, Care and Childcare (3625-20).

* Declaration of authenticity form.
* Candidate record form.
* Task 3 Practical observation form.
* Interview Proforma.

A picture containing text, clipart

Description automatically generated**Declaration of authenticity**

**Technical qualifications**

|  |  |
| --- | --- |
| **Assessment ID** | **Qualification number** |
|  |  |
| **Candidate name** | **Candidate number** |
|  |  |
| **Centre name** | **Centre number** |
|  |  |

**Additional Support**

Has the candidate received any additional support in the production of this work?

**No  Yes ** (Please tick appropriate)

If yes, give details below (and on a separate sheet if necessary).

|  |  |
| --- | --- |
|  |  |

**Candidate:**

*I confirm that all work submitted is my own, and that I have acknowledged all sources I have used.*

*I also confirm that I had no knowledge of the content of this assignment prior to the delivery from my tutor/assessor and that I will not divulge the content of this assignment to other potential candidates.*

|  |  |
| --- | --- |
| **Candidate signature** | **Date** |
|  |  |

**Tutor:**

*I confirm that all work was conducted under conditions designed to assure the authenticity of the candidate’s work, and am satisfied that, to the best of my knowledge, the work produced is solely that of the candidate.*

*I also confirm that I have raised any potential cases of malpractice to City & Guilds.*

|  |  |
| --- | --- |
| **Tutor signature** | **Date** |
|  |  |

Note: Where the candidate and/or tutor is unable to, or does not confirm authenticity through signing this declaration form, the work will be returned to the centre and this will delay the moderation process. If any question of authenticity arises, the tutor may be contacted for justification of authentication.

A picture containing text, clipart

Description automatically generated**Candidate Record Form**

**Technical qualifications**

**Level 2 Technical Certificate in Healthcare, Care and Childcare (3625-20)**

**Level 2 Healthcare, Care and Childcare - Synoptic Assignment (3625-021)**

|  |  |
| --- | --- |
| **Candidate name** | **Candidate number** |
|  |  |
| **Centre name** | **Centre number** |
|  |  |

***Marker Notes*** *– Please always refer to the relevant marking grid for guidance on allocating marks and make notes that describe the quality of the evidence and justification of marks. Expand boxes as required.*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AO1 – Recall -** Breadth, depth, accuracy | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20% | **1** | | | **2** | | | | **3** | | | | **4** | | | **5** | | | **6** | | | | **7** | | | | **8** | | | **9** | | | **10** | | | | **11** | | | | **12** | | |
| AO1 Mark | Notes & justification | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **AO2 – Understanding -** Security of concepts, causal links | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 35% | **1** | **2** | | | **3** | | **4** | | **5** | | **6** | | | **7** | **8** | **9** | | | **100** | | **11** | | **12** | | **13** | | | **14** | **15** | **16** | | | **17** | | **18** | | **19** | | **20** | | | **21** |
| AO2 Mark | Notes & justification | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **AO3 - Practical skill -** Dexterity, fluidity, confidence, ease of application | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25% | **1** | | **2** | | | **3** | | | | **4** | | | **5** | | **6** | | **7** | | | **8** | | | | **9** | | | **10** | | **11** | | **12** | | | **13** | | | | **14** | | | **15** | |
| AO3 Mark | Notes & justification | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **AO4 – Bringing it together -** use of knowledge to apply skills in new context | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20% | **1** | | | **2** | | | | **3** | | | | **4** | | | **5** | | | **6** | | | | **7** | | | | **8** | | | **9** | | | **10** | | | | **11** | | | | **12** | | |
| AO4 Mark | Notes & justification | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Tutor signature** | **Date** |  | **Total** |
|  |  |  |  |

A picture containing text, clipart

Description automatically generated

**Technical qualifications – Task 3 Practical Observation Form**

|  |  |
| --- | --- |
| **Assessment ID** | **Qualification number** |
|  |  |
| **Candidate name** | **Candidate number** |
|  |  |
| **Centre name** | **Centre number** |
|  |  |

Complete the table below referring to the relevant marking grid found in the assessment pack. Do not allocate marks at this stage.

| **Assessment Objective (AO)** | **Notes *–*** *detailed, accurate and differentiating notes that identify areas of strength and weakness are necessary to distinguish between different qualities of performance and to facilitate accurate allocation of marks once all evidence has been submitted.* |
| --- | --- |
| **AO1** Describe how well the candidate shows **recall** of knowledge e.g. stating facts without explanation / simple descriptions of what they are carrying out / showing aspects of straightforward knowledge through logical sequencing and application of skill etc. |  |
| **AO2**  Describe how well the candidate shows **understanding** when carrying out practical tasks e.g. their explanation of why they are completing a process or how they may change their course of action / are they able to justify their actions etc. |  |
| **AO3**  Describe how well the candidate demonstrated their **practical** **skills**. e.g. how practiced/fluid is hand eye coordination and dexterity / how confident are they / how accurate or ‘polished’ is the outcome / safe working etc. |  |
| **AO4**  Describe how well the candidate **brings it all together** – e.g. how **coherent** are their actions / how well do they draw from the breadth of their knowledge and skills / reflection on theory when solving practical problems / How well can they work out solutions to new contexts/ problems on their own / time management etc. |  |

|  |  |
| --- | --- |
| **Tutor signature** | **Date** |
|  |  |

A picture containing text, clipart

Description automatically generated**Technical qualifications Interview proforma**

**Level 2 Technical Certificate in Healthcare, Care and Childcare (3625-20)**

**Level 2 Healthcare, Care and Childcare - Synoptic Assignment (3625-021)**

| **Question** | **Summary of candidate response** |
| --- | --- |
| Can you describe the placement setting where the event/activity happened? |  |
| Can you describe the event or activity chosen for the interview? (Refer to placement workbook entry) |  |
| Can you describe the role you played during the event / activity and the professional behaviours and workplace values you expressed in your role? |  |
| Can you explain why it was important to work within your professional boundaries of your job role when carrying out the activity? |  |
| Can you identify any challenges that were presented during the activity? |  |

|  |  |
| --- | --- |
| What action did/would you take and what skills did/would you call upon to meet those challenges? |  |
| On reflection how were your personal and professional qualities, core care behaviours and skills expressed in your behaviour and actions during the event? |  |
| What changes would you make if the same event happened again? |  |
| Did you observe any exemplary practice from other team members that enhanced your understanding of best practice? |  |
| Did you observe any practice from other team members that could have been improved? |  |
| What have you learnt about yourself in the care role? |  |

|  |  |
| --- | --- |
| **Tutor signature** | **Date** |
|  |  |