

City & Guilds Level 1 Award in Community Development 1935-01

February 2012 Version 1.0



Qualification at a glance

Subject area	Community Development
City & Guilds number	1935-01
Age group approved	All
Entry requirements	None
Assessment	Assignment
Fast track	Available
Support materials	Centre handbook Assessment pack
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	City & Guilds number	Accreditation number
Level 1 Award in Community Development	1935-01	600/4450/0



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1 Introduction

This document tells you what you need to do to deliver the qualification:

Area	Description
Who is the qualification for?	Candidates new to the area of Community Development
What does the qualification cover?	The Level 1 Award in Community Development has been designed to support learners who are new to community development work or learners who would like an introduction to working with community groups
Who did we develop the qualification with?	City & Guilds has worked in collaboration (or partnership) with the English Standards Board (for community development work) and the Federation of Community Development Learning (FCDL) on the development of these qualifications and are working together to provide centres support in the implementation and delivery of the awards in community development http://esbendorsement.org
What opportunities for progression are there?	Candidates might progress to the Level 2 Award in Community Development. They may also be interested in the following: Entry Level 3, and Levels 1 and 2 City & Guilds Awards in Employability and Personal Development – Community Involvement 600/4146/X 600/4170/5 600/4147/X Entry Level 3 and Level 1 Awards and Certificates in Personal Development and Contributing to the Community 500/5726/1 500/5727/3 500/5725/X 500/5728/5

Structure

To achieve the Level 1 Award in Community Development learners must achieve **6 credits** from the mandatory units.

Level 1 Award in Community Development			
Mandatory units			
Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
M/503/4860	101	Community development values and purposes	2
A/503/4862	102	Working with community groups	2
J/503/4864	103	Diversity, inequality and strengths in Communities	2



2 Centre requirements

Approval

If your Centre is approved to offer the NVQ in Community Development 3057 you can apply for the new 1935 qualifications approval using the **fast track approval form**, available from the City & Guilds website.

Centres should use the fast track form if:

- there have been no changes to the way the qualifications are delivered, and
- they meet all of the approval criteria in the fast track form guidance notes.

Fast track approval is available for 12 months from the launch of the qualification. After 12 months, the centre will have to go through the standard Qualification Approval Process. The centre is responsible for checking that fast track approval is still current at the time of application.

To offer this qualification new centres will need to gain both centre and qualification approval. Please refer to the *Centre Manual - Supporting Customer Excellence* for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification[s] before designing a course programme.

Resource requirements

Centre staffing

Staff delivering this qualification must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- hold the Level 2 Award in Community Development or an equivalent qualification
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Centre staff may undertake more than one role, eg tutor and assessor or internal verifier, but cannot internally verify their own assessments.

Assessors and internal verifiers

Assessor/Verifier (A/V) units are valued as qualifications for centre staff, but they are not currently a requirement for the qualification.

Continuing professional development (CPD)

Centres must support their staff to ensure that they have current knowledge of the occupational area, that delivery, mentoring, training, assessment and verification is in line with best practice, and that it takes account of any national or legislative developments.

Candidate entry requirements

City & Guilds does not set entry requirements for this qualification. However, centres must ensure that candidates have the potential and opportunity to gain the qualifications successfully.

Age restrictions

There is no age restriction for this qualification unless this is a legal requirement of the process or the environment.



3 Delivering the qualification

Initial assessment and induction

An initial assessment of each candidate should be made before the start of their programme to identify:

- if the candidate has any specific training needs,
- support and guidance they may need when working towards their qualification.
- any units they have already completed, or credit they have accumulated which is relevant to the qualification.
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the candidate fully understands the requirements of the qualification, their responsibilities as a candidate, and the responsibilities of the centre. This information can be recorded on a learning contract.

Support materials

Description	How to access
Centre Handbook	www.cityandguilds.com
Assessment Pack	www.cityandguilds.com
Community & Society Guidance updates	www.cityandguilds.com
Fast track approval form	www.cityandguilds.com



4 Assessment

Assessment of the qualification

Candidates must:

Level 1 Award in Community Development			
Unit Number	Unit Title	Assessment method	Where to obtain assessment materials
101	Community development values and purposes	Assignment	The assignments can be found at www.cityandguilds.com . Navigate to the 1935 webpage. The password for the assignment is available on the Walled Garden.
102	Working with community groups	Assignment	
103	Diversity, inequality and strengths in communities	Assignment	

Time constraints

The following must be applied to the assessment of this qualification:

- Candidates must finish their assessment within six months
- Assignments should take no longer than 8 hours. If they do, centres should consider why this is, and make sure that they are not trying to gather too much evidence.



5 Units

Structure of units

These units each have the following:

- City & Guilds reference number
- unit accreditation number
- title
- level
- credit value
- unit aim
- relationship to NOS
- endorsement by a sector or other appropriate body
- information on assessment
- learning outcomes which are comprised of a number of assessment criteria

Unit 101

Community development values and purposes

UAN:	M/503/4860
Level:	Level 1
Credit value:	2
GLH:	10
Relationship to NOS:	This unit is linked to the Learning and Skills Improvement Service Community Development National Occupational Standards, 2010 Key Area 1: Understand and practise community development Standard 1: Integrate and use the values and processes of community development.
Endorsement by a sector or regulatory body:	This unit is endorsed by the Learning and Skills Improvement Service, the Sector Skills Council for the learning and skills sector.
Aim:	This unit provides learners with knowledge in community development values and purpose for new practitioner involvement.

Learning outcome
The learner will: 1. Know the main purposes and process of community development
Assessment criteria
The learner can: 1.1 state the main purposes of community development 1.2 outline the main stages of community development process.

Learning outcome
The learner will: 2. Know community development values
Assessment criteria
The learner can: 2.1 identify community development values.

Learning outcome
<p>The learner will:</p> <p>3. Know how to learn from community development activities</p>
Assessment criteria
<p>The learner can:</p> <p>3.1 identify learning opportunities from community development activities</p> <p>3.2 describe ways in which learning from community development activities can support personal development</p> <p>3.3 describe ways in which learning from other people involved in community development activity can support personal development.</p>

Unit 102

Working with community groups

UAN:	A/503/4862
Level:	Level 1
Credit value:	2
GLH:	10
Relationship to NOS:	This unit is linked to the Learning and Skills Improvement Service Community Development National Occupational Standards, 2010 Key Area 1: Understand and practise community development. Standard 3: Relate to different communities.
Endorsement by a sector or regulatory body:	This unit is endorsed by the Learning and Skills Improvement Service, the Sector Skills Council for the learning and skills sector.
Aim:	This unit provides learners with knowledge about working collectively within communities and the role of individuals in community groups.

Learning outcome
The learner will: 1. Understand why people get involved in community activities
Assessment criteria
The learner can: 1.1 give reasons why people get involved in community activities 1.2 outline ways in which people get involved in community activities.

Learning outcome
The learner will: 2. Understand working collectively in communities
Assessment criteria
The learner can: 2.1 identify the benefits of people working collectively in communities.

Learning outcome
The learner will: 3. Know roles taken by people in community groups
Assessment criteria
The learner can: 3.1 describe roles people take in community groups.

Unit 103

Diversity, inequality and strengths in communities

UAN:	J/503/4864
Level:	Level 1
Credit value:	2
GLH:	10
Relationship to NOS:	This unit is linked to the Learning and Skills Improvement Service Community Development National Occupational Standards, 2010 Key Area 1: Understand and practise community development. Standard 3: Relate to different communities.
Endorsement by a sector or regulatory body:	This unit is endorsed by the Learning and Skills Improvement Service, the Sector Skills Council for the learning and skills sector.
Aim:	This unit provides learners with knowledge of diversity and inequality in communities and how to identify community strengths.

Learning outcome
The learner will: 1. Understand different types of communities
Assessment criteria
The learner can: 1.1 outline different types of communities 1.2 identify the key factors that make communities socially and economically diverse.

Learning outcome
The learner will: 2. Know how inequality can affect communities
Assessment criteria
The learner can: 2.1 identify ways in which inequality may affect communities.

Learning outcome
<p>The learner will:</p> <p>3. Know about strengths within communities</p>
Assessment criteria
<p>The learner can:</p> <p>3.1 identify ways to determine the skills and knowledge in communities</p> <p>3.2 describe skills and knowledge contained within a given community</p> <p>3.3 outline resources available within a given community.</p>



Appendix 1 Relationships to other qualifications

Links to other qualifications

Literacy, language, numeracy and ICT skills development

This qualification can develop skills that can be used in the following qualifications:

- Functional Skills (England) – see www.cityandguilds.com/functionalskills
- Essential Skills (Northern Ireland) – see www.cityandguilds.com/essentialskillsni
- Essential Skills Wales – see www.cityandguilds.com/esw



Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on **www.cityandguilds.com**.

Centre Manual - Supporting Customer Excellence contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve 'approved centre' status, or to offer a particular qualification, as well as updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document includes sections on:

- The centre and qualification approval process
- Assessment, internal quality assurance and examination roles at the centre
- Registration and certification of candidates
- Non-compliance
- Complaints and appeals
- Equal opportunities
- Data protection
- Management systems
- Maintaining records
- Assessment
- Internal quality assurance
- External quality assurance.

Our Quality Assurance Requirements encompasses all of the relevant requirements of key regulatory documents such as:

- Regulatory Arrangements for the Qualifications and Credit Framework (2008)
- SQA Awarding Body Criteria (2007)
- NVQ Code of Practice (2006)

and sets out the criteria that centres should adhere to pre and post centre and qualification approval.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information such on such things as:

- **Walled Garden:** how to register and certificate candidates on line
- **Qualifications and Credit Framework (QCF):** general guidance about the QCF and how qualifications will change, as well as information on the IT systems needed and FAQs
- **Events:** dates and information on the latest Centre events
- **Online assessment:** how to register for GOLLA/e-volve assessments.

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Useful contacts

UK learners General qualification information	T: +44 (0)844 543 0033 E: learnersupport@cityandguilds.com
International learners General qualification information	T: +44 (0)844 543 0033 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com
Centres Exam entries, Certificates, Registrations/enrolment, Invoices, Missing or late exam materials, Nominal roll reports, Results	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com
Single subject qualifications Exam entries, Results, Certification, Missing or late exam materials, Incorrect exam papers, Forms request (BB, results entry), Exam date and time change	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com
International awards Results, Entries, Enrolments, Invoices, Missing or late exam materials, Nominal roll reports	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com
Walled Garden Re-issue of password or username, Technical problems, Entries, Results, e-assessment, Navigation, User/menu option, Problems	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413 E: walledgarden@cityandguilds.com
Employer Employer solutions, Mapping, Accreditation, Development Skills, Consultancy	T: +44 (0)121 503 8993 E: business@cityandguilds.com
Publications Logbooks, Centre documents, Forms, Free literature	T: +44 (0)844 543 0000 F: +44 (0)20 7294 2413

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City & Guilds Group

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