

City & Guilds Level 3 Award in Community Development (1935-03)

March 2012 Version 1.0



Qualification at a glance

Subject area	Community Development
City & Guilds number	1935
Age group approved	All
Entry requirements	Candidates may have completed the Level 2 Award in Community Development
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 3 Award in Community Development	1935-03	600/4451/2



Contents

1	Introduction	4
	Structure	5
2	Centre requirements	6
	Approval	6
	Candidate entry requirements	7
3	Delivering the qualification	8
	Initial assessment and induction	8
	Support materials	8
4	Assessment	9
	Assessment of the qualification	9
5	Units	10
Unit 301	Community development values and process	11
Unit 302	Community group dynamics	13
Unit 303	Social inequality, injustice and diversity in communities	15
Appendix 1	Relationships to other qualifications	17
Appendix 2	Sources of general information	18



1 Introduction

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

Area	Description
Who is the qualification for?	Candidates already working in the area of Community Development
What does the qualification cover?	The level 3 award is a progression route from level 2 and provides the learner with an opportunity to gain a deeper understanding of the community development approach, as well as exploring group dynamics. The level 3 award is also suitable for those learners working in related areas such as health, social care and education
Is the qualification part of a framework or initiative?	N/A
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 3 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 3 Award in Community Development, learners must achieve 9 credits from the mandatory units.

Level 3 Award in Community Development			
Mandatory units			
Unit accreditation number	City & Guilds unit number	Unit title	Credit value
Mandatory			
D/503/4868	301	Community development values and process	3
Y/503/4870	302	Community group dynamics	3
D/503/4871	303	Social inequality, injustice and diversity in communities	3



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.

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[s] 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 3 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[s], their responsibilities as a candidate, and the responsibilities of the centre. This information can be recorded on a learning contract.

Support materials

The following resources are available for this qualification:

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:

- successfully complete one assignment for each mandatory unit

Level 3 Award in Community Development			
Unit Number	Unit Title	Assessment method	Where to obtain assessment materials
301	Community development values and process (Level 3) (3)	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.
302	Community group dynamics (Level 3) (3)	Assignment	
303	Social inequality, injustice and diversity in communities (Level 3) (3)	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

Availability of 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, other qualifications and frameworks
- endorsement by a sector or other appropriate body
- information on assessment
- learning outcomes which are comprised of a number of assessment criteria

Unit 301

Community development values and process

UAN:	D/503/4868
Level:	Level 3
Credit value:	3
GLH:	15
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 the learner with knowledge and understanding about community development values and processes.

Learning outcome
The learner will: 1 understand value based community development
Assessment criteria
The learner can: 1.1 explain a value based approach to community activities 1.2 analyse how the application of community development values and processes develops communities 1.3 evaluate community activities against the purpose and processes of community development.

Learning outcome
The learner will: 2 understand the competencies required of community development workers
Assessment criteria
The learner can: 2.1 explain the knowledge and skills required for community development practitioners 2.2 analyse the behaviours expected of community development practitioners.

Learning outcome
<p>The learner will:</p> <p>3 understand the role of reflection and learning in community development practice</p>
Assessment criteria
<p>The learner can:</p> <p>3.1 explain the value of learning from community development practice</p> <p>3.2 explain why reflective practice is key to own development as a community development practitioner</p> <p>3.3 describe how to assist others to reflect on and review community development practice.</p>

Unit 302

Community group dynamics

UAN:	Y/503/4870
Level:	Level 3
Credit value:	3
GLH:	15
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 the understanding needed to work with community groups in order to help them tackle issues.

Learning outcome
The learner will: 1 understand the impact of people's involvement in community groups
Assessment criteria
The learner can: 1.1 analyse the different reasons why individuals become involved in community groups 1.2 evaluate ways to involve people in community groups.

Learning outcome
The learner will: 2 understand roles and relationships in community groups
Assessment criteria
The learner can: 2.1 analyse the impact of individuals behaviour on the development of community groups 2.2 evaluate the skills required in the development and maintenance of community groups 2.3 evaluate the work required in the development and maintenance of community groups 2.4 analyse the roles and responsibilities needed to work with community groups.

Learning outcome
<p>The learner will:</p> <p>3 understand the factors affecting autonomy and inclusiveness of community groups</p>
Assessment criteria
<p>The learner can:</p> <p>3.1 compare and contrast methods of participating working within groups</p> <p>3.2 analyse the factors that help maintain a groups independence or autonomy</p> <p>3.3 analyse factors which affect the inclusiveness of community groups.</p>

Unit 303

Social inequality, injustice and diversity in communities

UAN:	D/503/4871
Level:	Level 3
Credit value:	3
GLH:	15
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 an understanding of community diversity, the impact of inequality and injustice in communities and alleviation of these.

Learning outcome
The learner will: 1 understand the diversity of communities
Assessment criteria
The learner can: 1.1 analyse the concept of community 1.2 summarise factors which shape the characteristics of communities.

Learning outcome
The learner will: 2 understand the impact of social inequality, diversity and injustice on communities
Assessment criteria
The learner can: 2.1 analyse how social inequality, diversity and injustice affect communities 2.2 evaluate the role of community groups and public bodies in mitigating social inequality and injustice.

Learning outcome
<p>The learner will:</p> <p>3 understand how the dynamics of power and influence impacts on communities</p>
Assessment criteria
<p>The learner can:</p> <p>3.1 analyse the concepts of power and influence within communities</p> <p>3.2 analyse how power and influence from outside can impact on communities</p> <p>3.3 analyse the power that communities can have to influence.</p>



Appendix 1 Relationships 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 GOLA/e-volve assessments.

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www.cityandguilds.com

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

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City & Guilds Group

The City & Guilds Group operates from three major hubs: London (servicing Europe, the Caribbean and Americas), Johannesburg (servicing Africa), and Singapore (servicing Asia, Australia and New Zealand). The Group also includes the Institute of Leadership & Management (management and leadership qualifications), City & Guilds Land Based Services (land-based qualifications), the Centre for Skills Development (CSD works to improve the policy and practice of vocational education and training worldwide) and Learning Assistant (an online e-portfolio).

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