



## **About City & Guilds**

City & Guilds is the UK's leading provider of vocational qualifications, offering over 500 awards across a wide range of industries, and progressing from entry level to the highest levels of professional achievement. With over 8500 centres in 100 countries, City & Guilds is recognised by employers worldwide for providing qualifications that offer proof of the skills they need to get the job done.

## **City & Guilds Group**

The City & Guilds Group includes ILM (the Institute of Leadership & Management) providing management qualifications, learning materials and membership services and NPTC (National Proficiency Tests Council) which offers land-based qualifications. City & Guilds also manages the Engineering Council Examinations on behalf of the Engineering Council.

## **Equal opportunities**

City & Guilds fully supports the principle of equal opportunities and we are committed to satisfying this principle in all our activities and published material. A copy of our equal opportunities policy statement *Access to assessment and qualifications* is available on the City & Guilds website.

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## **Publications**

City & Guilds publications are available on the City & Guilds website or from our Publications Sales department at the address below or by telephoning +44 (0)20 7294 2850 or faxing +44 (0)20 7294 3387.

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# 1 About the qualification

The IVQs in Health Care have been designed to provide a comprehensive core programme of learning and assessment for health and care workers in a range of settings. The qualification is divided into the Diploma in Health Care and the Specialist Diploma in Health Care which acts as a progression route.

The health and care needs of individuals and groups are now being met in a variety of settings and services that are continually being developed. These will cover a range from residential to hospital, day care services and home care. All of these services are striving to adopt the core principles of care in offering person-centred, respectful and dignified care in safe and independence enhancing environments.

The pace and extent of change and the development of health and social policy initiatives inevitably impact on the skills and knowledge expected of workers in the sector. Consequently national and local governments, education and training organisations and key sector interest groups will be keen to address care workers core training needs to ensure that quality services can be delivered in support of these developments.

The IVQs in Health Care provide a framework for training and qualifications equipping care workers with the knowledge to deliver the highest standards of service as well as providing a structure for their further development.

The IVQs together offer comprehensive coverage of the knowledge, skills and core values needed by workers to deliver effective and safe services. They provide a sound knowledge base which will enable learners to approach their work and further development with increased confidence.

They are aimed at full or part-time staff and volunteers who may not have other qualifications. They might be working in one of many services including residential, day services, hospital, housing, domiciliary or community support. They may be supporting people with a wide range of needs.

The Diploma is available as a full qualification whilst the Specialist Diploma is available as a full qualification or as individual units.

## Structure and content of qualification

There are two qualifications available at Diploma level. The **IVQ Diploma in Health Care** will be awarded to candidates who successfully complete **units 001-004**.

### Units for the Diploma:

**001** Developing own knowledge and practice in a care setting

**002** Rights, responsibilities and protection in care

**003** Communicating with and completing records for individuals in a care setting

**004** Understanding health and safety practice in a care setting

The **IVQ Specialist Diploma in Health Care** will be awarded to candidates who successfully complete all the units in the Diploma **and four** of the units **005-008**. A certificate of unit credit (CUC) will be awarded for successful completion of each individual unit.

### Units for the Specialist Diploma:

**005** Supporting individuals to meet their personal daily living needs

**006** Supporting the physical and emotional comfort of individuals

**007** Supporting individuals with activities

**008** Promoting, maintaining and understanding mobility

**009** Working in collaboration with informal carers

## How is the qualification assessed?

Each unit is assessed by completing an assignment which is designed by City & Guilds and marked by the assessment centre to specific criteria. The assignments are based around key activities undertaken in health and care services but as the qualifications are designed to assess knowledge and understanding they do not require the learner to be observed in their practice.

Centres are advised to contact their local City & Guilds branch office in order to obtain the marking guidance for the assignments.

No specific prior qualifications, learning or experience are required for learners undertaking either level, though basic skills in literacy and numeracy are important. Since these qualifications are really about applied knowledge and skills it is also essential that learners are working with service users in a paid or unpaid capacity.

The essential requirement is that the learner is linked to a City & Guilds centre approved to offer the award.

## 2 Why choose City & Guilds International Vocational Qualifications?

### City & Guilds:

- awards qualifications in over 100 countries worldwide
- is the UK's leading provider of vocational qualifications, awarding almost 50 % of all National Vocational Qualifications
- is a household name in the UK, where one in five households has a City & Guilds qualification
- has 8500 approved centres worldwide
- issues nearly two million certificates every year
- builds on over a century's experience to anticipate the skills needs of tomorrow
- offers over 500 different qualifications spanning 22 sectors and offering progression from basic literacy to the equivalent of a post-graduate degree
- works with the UK's leading companies
- has a Royal Charter to provide the means and motivation for individuals, corporations and communities to achieve their goals
- has established worldwide customer service network guaranteeing optimal support for centres and candidates.

### International Vocational Qualifications (IVQs):

- are tailored especially for the needs of the international market
- are developed in cooperation with industries and employers
- contain up-to-date generic occupational standards
- teach as much theory as necessary, and as much practical knowledge as possible
- enable certificate holders to work effectively at the level achieved
- offer excellent progression routes to related IVQs, into employment in the industry or for an academic career progression

## Comparability with the National Qualifications Framework

The IVQs in Health Care are broadly comparable with level 2 of the National Qualifications Framework of England, Wales and Northern Ireland (NQF), standard international practice and the UK's National Occupational Standards (NOS).

Unit	Most relevant NOS
001	HSC23 Develop your own knowledge and practice
002	HSC24 Ensure your own actions support the care, protection and well-being of individuals
003	HSC21 Communicate with, and complete records for individuals
004	HSC22 Support the health and safety of yourself and individuals
005	HSC27 Support individuals in their daily living HSC29 Support individuals to meet their domestic and personal needs HSC 219 Support individuals to manage continence
006	HSC216 Help address the physical comfort needs of individuals
007	HSC210 Support individuals to access and participate in recreational activities
008	HSC215 Help individuals to maintain mobility
009	HSC227 Contribute to working in collaboration with carers in the caring role

### Are there any learning materials available?

A qualification handbook which contains all the units, the learning outcomes and the assignments is available on the City & Guilds website [www.cityandguilds.com](http://www.cityandguilds.com)

### What other support is available?

City & Guilds is the UK's foremost provider of vocational awards in the health and social care sector. We have dedicated development, quality assurance and quality improvement teams, specifically for this sector. Furthermore, they are supported by a network of specialist advisers in each of our regional and national offices of the UK. Advisers work directly with employers and assessment centres to ensure that our awards are appropriate to your needs and delivered within a quality assured framework.

### Are there any other qualifications that may be of interest to me?

The Level 3 IVQ in Teaching, Training and Assessing Learning (1106) may be of interest to candidates wishing to assess IVQs.

### **3 Approval Procedures**

If you are already an approved centre you only need to obtain the relevant scheme documentation and then complete a Scheme Approval Form. This should then be sent to your nearest City & Guilds office.

If your organisation is not a City & Guilds centre you should be able to find an approved centre near you by contacting our Customer Relations team (details following).

Alternatively, if you would like to become an approved centre, your local City & Guilds regional office will be able to help you. Contact details can be obtained from our website or from our Customer Relations team.

## 4 Frequently asked questions

### **Q1. How will this qualification be quality assured?**

A This qualification will be quality assured in two ways.

- Internally the management of the qualification and the practical activities, holistic report and knowledge questions/answers will be checked by an Internal Verifier within the centre.
- Externally City & Guilds will appoint an External Verifier to check all aspects of the planning, management, delivery, and assessment of the qualification.

### **Q2. Are there assessment activities for each unit?**

A Yes, these are provided in the qualification handbook as evidence requirements. All activities must be successfully completed by the candidate.

### **Q3. What do guided learning hours (GLH) actually mean?**

A The amount of time during which a candidate will be expected to achieve the knowledge and evidence requirements involved for each unit. This does not have to be solely class contact time, but can combine class time, tutorials, self study, research and if available e-learning. Providing the aims, outcomes and knowledge requirements are met, centres have the flexibility to deliver the qualification in as many hours as they deem appropriate.

### **Q4. Can I deliver other topics besides those in the 8629?**

A Yes, for example to address local, organisational or government needs, providing this is not at the detriment of the course content.

### **Q5. Is unit accreditation available if a candidate does not complete all the units for the Diploma (core) route?**

A All four core units must be completed for achievement of the Diploma (core), therefore there is no unit accreditation.

### **Q6. How many times can a candidate be referred?**

A Candidates can be referred only once. This applies to assessment of the evidence requirements, holistic report and knowledge questions. They can retake an assessment after a period of seven days. If they do not pass on this occasion they are deemed a fail.



## 5 Further Information

For more information about this qualification, please visit our website:

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

Alternatively, you can speak to a Customer Services representative on **+44 (0)20 7294 2800**

Email: **INTCG@cityandguilds.com**

Or you can write to us at

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If you're asked for a qualification number (formerly known as 'scheme number') please quote **8629**.