

CACHE Qualification Specification

CACHE Level 2 Award in Employment
Responsibilities and Rights in Health, Social Care
or Children and Young People's Settings (QCF)

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CACHE Level 2 Award in Employment Responsibilities and Rights in Health,
Social Care or Children and Young People's Settings

600/0046/6

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Contents

Section 1: General introduction	5
About this Qualification Specification	6
How the qualification works	6
Understanding learning outcomes	7
Making use of the CACHE websites	8
The Public Website	8
The Centre Secure Website	8
Section 2: About this qualification	9
Qualification summary	10
Introduction to the qualification	12
Rules of combination	12
Progression	12
Unit achievement log	13
Section 3: Units	15
Unit layout	16
201: Understand employment responsibilities and rights in health, social care or children and young people's settings	17
Section 4: Assessment and quality assurance information for tutors and assessors	23
Assessment guidance	24
Assessment strategies and principles relevant to this qualification	25
Skills for Care and Development Assessment Principles	25
CACHE Assessment Strategy	25
Section 5: Feedback	27
QCF Support Materials Feedback Form	29
Section 6: Publication History	31

Section 1: General introduction

About this Qualification Specification

This Qualification Specification contains details of all the units and assessments you will be required to complete to gain the qualification. It also contains extra information for your tutor or assessor.

In addition to this Specification there is a separate 'Resource Centre' which contains general information to help support the qualification. This pack has been designed for tutors or assessors and can be found on our secure website 'cachezone'.

How the qualification works

This qualification is made up of units each representing a small step of learning. This allows the qualification to be completed at your own pace.

All of the units achieved can be 'banked'. This means that if you want to take another qualification which includes the same units you do not have to take them again.

Each unit has:

- a **level** - *shows how difficult it is*
- a **credit value** - *one credit represents about 10 hours' work*
- a **unit aim** – *explains what is covered in the unit*
- **learning outcomes** – *cover what you need to do (skills) or what you need to understand (knowledge)*
- **assessment criteria** – *what you need to show (evidence)*

Each learning outcome is linked to a number of assessment criteria. Evidence must be provided for all the assessment criteria to gain the unit.

Learning outcomes The learner will:	Assessment criteria The learner can:	Evidence record e.g. page number & method	Assessor judgement achieved Initial and date
1. Understand why effective communication is important in the work setting.	1.1. Identify the different reasons people communicate.		
	1.2. Explain how communication affects relationships in the work setting.		

Example shows how outcomes and criteria are laid out in the Unit Assessment Records (UARs) in Section 3

Understanding learning outcomes

There are two main types of learning outcome:

- **Skills** that can be performed
- **Knowledge** that can be learnt.

Sometimes they can cover a combination of the two.

Competence / Skills based learning outcomes:

- generally begin with 'Be able to' and the assessment criteria usually show that the evidence must be observable
- are about being able to perform a variety of different tasks as part of your work role **within** a real work environment.

Knowledge based learning outcomes:

- generally begin with 'Know', 'Understand' or 'Know how to' and the assessment criteria will reflect that evidence can be recorded in ways other than observation, although observation remains a valid method (however, some learning outcomes could be purely knowledge based and do not need to be in the context of a work role).

Making use of the CACHE websites

The CACHE websites are maintained on a regular basis and this is where the most up to date documents can be found. We strongly advise that these should be used as a resource on an on-going basis to ensure you always have the most current information.

All our qualification documents are version controlled, allowing you to check for updates or revisions.

The Public Website

Our public website address is: www.cache.org.uk and contains information that is available to everybody. It contains information about all our qualifications, including:

- Key Facts
- Qualification Specifications

There are also some other key documents that can be referred to when required. For example:

- **Complaints Procedure**
- **Appeals Process**
- **Equality and Diversity Statement** – our approach to non-discrimination
- **CACHE Statement of Values** – our values when working with children or young people

It also contains regular news updates and case studies and links to websites from other organisations that might be of interest.

The Centre Secure Website

More specific information to support Centre delivery (including the Resource Centre) can be found on our secure website 'cachezone'. **This site is for Centres only.**

Login is via the 'cachezone page' on our public website using the details provided by the Centre administrator.

Section 2: About this qualification

Qualification summary

Title	CACHE Level 2 Award in Employment Responsibilities and Rights in Health, Social Care or Children and Young People's Settings (QCF)			
Type	QCF			
Qualification number	600/0046/6			
Aim	This qualification is suitable for 16 plus learners in sixth form schools and colleges. It provides the knowledge to equip learners with an understanding of the health, social care and children and young people's sector and their role within it. It sits in the Health and Social Care and Childcare apprenticeship frameworks. The qualification is aimed at learners interested in, or new to, working in adult social care in England and Northern Ireland			
Purpose Ofqual code and description (where applicable)	C. Prepare for employment C2. Prepare for employment in a specific occupational area Other (CACHE description): Does not confer competence or licence to practice			
Guided learning hours	Min	24	Max	24
Credit value	3	Minimum credits at / above Level		3
Minimum age of learner	16			
Age ranges covered by the qualification	N/A			
Real work environment (RWE) requirement / recommendation	Learners do not need to be working or undertaking practical placements to take this qualification.			
Progression	It is anticipated that learners who achieve the Level 2 Award in Employment Responsibilities and Rights in Health, Social Care or Children and Young People's Settings will take the Award as part of the Apprenticeship Framework in the health, social care or children and young people's sectors.			
Equivalencies / Performance Points	For information on Equivalencies and Performance Points for CACHE qualifications, please refer to the CACHE document "QCF Equivalencies and Performance Points" on the CACHE website and cachezone.			
Recommended assessment methods	The qualification is internally assessed by a Portfolio of Evidence.			

Additional assessment requirements	This qualification must be assessed in line with Skills for Care and Development QCF Assessment Principles.
Grading system	The qualification will be pass or refer and all the assessment criteria for the chosen units must be achieved in order to obtain a pass.
How long will it take to complete?	The qualification can usually be completed in less than 6 months.
Entry requirements / recommendations	Learners should be at least 16 years old. CACHE does not set any other entry requirements but Centres may have their own guidelines.

Introduction to the qualification

There are many laws which protect us at work and ensure we are treated fairly by an employer. At the same time, everyone who works has to take care that they behave well in work, looking out for their own and other people's safety, and are reliable and trustworthy. Because this is so important, all apprentices, whatever job they are doing, have to do some Employment Responsibilities and Rights study during their apprenticeship. This qualification has been developed to meet the specific needs of people working or intending to work in health, social care or children and young people's sectors in England and Northern Ireland.

The CACHE Level 2 Award in Employment Responsibilities and Rights in Health, Social Care or Children and Young People's Settings has been created for learners completing an apprenticeship. The qualification has a wider use, however, for any worker in the health, social care and children and young people's sector. It will be used in both Level 2 and Level 3 apprenticeships.

This qualification provides the knowledge to equip learners with an understanding of the health, social care and children and young people's sector and their role within it.

It covers:

- statutory responsibilities and rights of employees and employers
- awareness of own occupational role and how it fits within the sector
- agreed ways of working with employers
- career pathways
- issues of public concern and how these may influence changes in the sector.

Rules of combination

To achieve this qualification, learners must achieve the 1 mandatory unit, gaining them a total of 3 credits.

Progression

It is anticipated that learners who achieve the Level 2 Award in Employment Responsibilities and Rights in Health, Social Care or Children and Young People's Settings will take the Award as part of the apprenticeship framework in the health, social care or children and young people's sectors.

Unit achievement log

Unit ref.	Unit No.	Unit title	Unit type	Level	Credit	GLH	Page	Date achieved	Notes
R/602/2954	ERR 201	Understanding employment responsibilities and rights in health, social care or children and young people's settings	Knowledge	2	3	24	17		

Section 3: Units

This section includes CACHE assessment tasks for tutors' convenience. They are not mandatory.

Unit layout

For each unit the following material has been provided:

Unit title	Provides a clear, concise explanation of the content of the unit.
Unit number	The unique number assigned by the owner of the unit (e.g. Edexcel, CACHE etc.).
Unit reference	The unique reference number given to each unit at qualification approval by Ofqual.
Unit level	Denotes the level of the unit within the QCF framework.
Unit credit value	The value that has been given to the unit based on the expected learning time for an average learner. 1 credit = 10 learning hours.
Unit aim	Provides a brief outline of the unit content.
Learning outcome	A statement of what a learner will know, understand or be able to do, as a result of a process of learning.
Assessment criteria	A description of the requirements a learner must achieve to demonstrate that a learning outcome has been met.
Additional information*	This box identifies the assessment strategy relevant to the unit. When required, this will include specific guidance relating to the assessment of the unit and information to support the learner to achieve.
Unit assessment guidance*	Any additional guidance provided to support the assessment of the unit.
Unit guided learning hours	The average number of hours of supervised or directed study time or assessment required to achieve a qualification or unit of a qualification.
Assessment task (set by CACHE)*	A scenario or aspect of the work role that will support the learner in producing the evidence requirements for knowledge only learning outcomes.

* *Additional information, Unit assessment guidance and Assessment tasks* may not be provided for all units.

NB: Words highlighted in bold in the learning outcomes, assessment criteria and assessment tasks are linked to the additional guidance section where more information on them can be found.

201: Understand employment responsibilities and rights in health, social care or children and young people's settings

Unit reference	R/602/2954	Level	2
Credit value	3	GLH	24
Unit aim	This unit is aimed at those working in a wide range of settings in the health, social care or children and young people's sector.		
	It covers:		
	<ul style="list-style-type: none"> • statutory responsibilities and rights of employees and employers • awareness of own occupational role and how it fits within the sector • agreed ways of working with employer • career pathways • issues of public concern and how these may influence changes in the sector. 		

Learner name:	CACHE Centre no:
CACHE PIN:	ULN:

Learning outcomes The learner will:	Assessment criteria The learner can:	Evidence record e.g. page number & method	Assessor judgement achieved Initial and date
1. Know the statutory responsibilities and rights of employees and employers within own area of work.	1.1. List the aspects of employment covered by law .		
	1.2. List the main features of current employment legislation.		
	1.3. Outline why legislation relating to employment exists.		
	1.4. Identify sources and types of information and advice available in relation to employment responsibilities and rights.		

Learning outcomes The learner will:	Assessment criteria The learner can:	Evidence record e.g. page number & method	Assessor judgement achieved Initial and date
2. Understand agreed ways of working that protect own relationship with employer.	2.1. Describe the terms and conditions of own contract of employment.		
	2.2. Describe the information shown on own pay statement.		
	2.3. Describe the procedures to follow in event of a grievance.		
	2.4. Identify the personal information that must be kept up to date with own employer.		
	2.5. Explain agreed ways of working with employer.		
3. Understand how own role fits within the wider context of the sector.	3.1. Explain how own role fits within the delivery of the service provided.		
	3.2. Explain the effect of own role on service provision.		
	3.3. Describe how own role links to the wider sector .		
	3.4. Describe the main roles and responsibilities of representative bodies that influence the wider sector.		
4. Understand career pathways available within own and related sectors.	4.1. Explore different types of occupational opportunities.		
	4.2. Identify sources of information related to a chosen career pathway.		
	4.3. Identify next steps in own career pathway.		

Learning outcomes The learner will:	Assessment criteria The learner can:	Evidence record e.g. page number & method	Assessor judgement achieved Initial and date
5. Understand how issues of public concern may affect the image and delivery of services in the sector.	5.1. Identify occasions where the public have raised concerns regarding issues within the sector.		
	5.2. Outline different viewpoints around an issue of public concern relevant to the sector.		
	5.3. Describe how issues of public concern have altered public views of the sector.		
	5.4. Describe recent changes in service delivery which have affected own area of work.		

Learner declaration of authenticity:

I declare that the work presented for this unit is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed unit: 201

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this unit.

Assessor name:

Signature:

Date:

For e-portfolio a signature is not required, providing the learner has a personalised and secure login.

Guidance for developing assessment arrangements for the unit:

Guidance for developing unit assessment arrangements – provided with the QCF unit

Law includes Employment law and other legislation such as:

- Disability Discrimination Act
- Health & Safety
- Other relevant equalities legislation.

Sources and types of information and advice – this should be internal and external where appropriate and should include details of Access to Work and Additional Learning Support.

Agreed ways of working includes policies and procedures where these exist; they may be less formally documented with micro-employers. It may cover areas such as:

- data protection
- grievance procedures
- conflict management
- anti-discriminatory practice
- equality and diversity
- health and safety.

Effect – should include the effect of following good practice and consequences of non-compliance.

How own role links to the wider health and social care sector – may include reference to relevant Codes of Practice, National Occupational Standards etc in own area of work.

Representative bodies – may include: government departments, professional bodies, trade unions, sector skills councils, regulatory bodies, consumer groups etc.

Next steps – should include training and development.

Issues of public concern - may include media stories, local or national strategies, closures, government drivers, economic issues.

This unit needs to be assessed in line with the Skills for Care and Development QCF Assessment Principles.

Assessment task - 201 Understand employment responsibilities and rights in health, social care or children and young people's settings

If you choose to follow a career in health, social care or working with children and young people it is essential to understand employment responsibilities and rights. To show your understanding of this area, produce a document giving information about the following:

- statutory responsibilities and rights of employees and employers
- awareness of own occupational role and how it fits within the sector
- agreed ways of working with employer
- career pathways
- issues of public concern and how these may influence changes in the sector.

Task 1 - Statutory responsibilities and rights of employees and employers.

Links to learning outcome 1, assessment criteria 1.1, 1.2, 1.3 and 1.4.

- List the aspects of employment covered by law.
- List the main features of current employment legislation.
- Outline why legislation relating to employment exists.
- Identify sources and types of information and advice available in relation to employment responsibilities and rights.

Task 2 - Awareness of own occupational role and how it fits within the sector.

Links to learning outcome 2, assessment criteria 2.1, 2.2, 2.3, 2.4 and 2.5.

- Describe the terms and conditions of own contract of employment.
- Describe the information shown on own pay statement.
- Describe the procedures to follow in event of a grievance.
- Identify the personal information that must be kept up to date with own employer.
- Explain agreed ways of working with employer.

Task 3 - Agreed ways of working with employer.

Links to learning outcome 3, assessment criteria 3.1, 3.2, 3.3 and 3.4.

- Explain how own role fits within the delivery of the service provided.
- Explain the effect of own role on service provision.
- Describe how own role links to the wider sector.
- Describe the main roles and responsibilities of representative bodies that influence the wider sector.

Task 4 - Career pathways.

Links to learning outcome 4, assessment criteria 4.1, 4.2 and 4.3.

- Explore different types of occupational opportunities.
- Identify sources of information related to a chosen career pathway.
- Identify next steps in own career pathway.

Task 5 - Issues of public concern and how these may influence changes in the sector.

Links to learning outcome 5, assessment criteria 5.1, 5.2, 5.3 and 5.4.

- Identify occasions where the public have raised concerns regarding issues within the sector.
- Outline different viewpoints around an issue of public concern relevant to the sector.
- Describe how issues of public concern have altered public views of the sector.
- Describe recent changes in service delivery which have affected own area of work.

Section 4: Assessment and quality assurance information for tutors and assessors

Assessment guidance

A recommended range of assessment methods has been identified for the units in this qualification. This gives the opportunity for different learning styles and individual needs of learners to be taken into account.

Recommended range of assessment methods for this qualification

One of the following assessment methods can be chosen to produce evidence.

For Knowledge only learning outcomes:

- Written and pictorial information
- Scenario or case study
- Task set by CACHE
- Oral questions and answers
- Assessment method devised by Centre and approved by CACHE

If you are proposing to use an assessment method that is not included within the recommended list you should contact your Centre Quality Advisor with full details of your proposed method. It will need formal approval from us before it can be used.

A key to the recommended assessment methods is included in *“How to ... A Guide to Assessing CACHE QCF Qualifications”* which forms part of the Resource Centre on cachezone.

Assessment strategies and principles relevant to this qualification

The units we offer have been developed in line with the specific **assessment strategies or principles** of different Sector Skills Councils (SSCs) or by us where there is no SSC lead.

The key requirements of the assessment strategies or principles that relate to units in this qualification are **summarised** below. More detailed strategies or principles can be found in the *“How to ... A Guide to Understanding the Requirements of Assessors and Internal Quality Assurers for CACHE QCF Qualifications”*.

The Centre needs to ensure that individuals undertaking assessor or quality assurer roles within your Centre conform to the SSC assessment requirements for the **unit** they are assessing or quality assuring.

Skills for Care and Development Assessment Principles

Knowledge learning outcomes

- **Assessors** will need to be both occupationally knowledgeable and qualified to make assessment decisions
- **Internal Quality Assurers** will need to be both occupationally knowledgeable and qualified to make quality assurance decisions

Competence / Skills learning outcomes

- **Assessors** will need to be both occupationally competent and qualified to make assessment decisions
- **Internal Quality Assurers** will need to be both occupationally knowledgeable and qualified to make quality assurance decisions

CACHE Assessment Strategy

Knowledge learning outcomes

- **Assessors** will need to be both occupationally knowledgeable and qualified to make assessment decisions
- **Internal Quality Assurers** need to be both occupationally knowledgeable and qualified to make quality assurance decisions

Competence / Skills learning outcomes

- **Assessors** will need to be both occupationally competent and qualified to make assessment decisions
- **Internal Quality Assurers** will need to be both occupationally knowledgeable and qualified to make quality assurance decisions

Section 5: Feedback

Tell us what you think!

Your feedback is really important to us.

Please take a few moments to tell us how well this document supports you when teaching or studying this qualification.

The form is also available as a separate document on cachezone.

QCF Support Materials Feedback Form

Qualification: CACHE Level 2 Award in Employment Responsibilities and Rights in Health, Social Care or Children and Young People's Settings (QCF)

Name: **Are you:** a Tutor / a Learner

Centre name: **Centre no.:**

Contact details: * **Tel.:**

Email:

Please rate the following statements on a scale of 1-3:

1 Disagree **2** Tend to agree **3** Agree

1	2	3
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1. This document is presented in a clear and accessible way and I can easily find the information I need.

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2. This document contains all the information I need to teach or study this qualification.

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3. The language used throughout this document is clear, unambiguous and appropriate for both tutors and learners.

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4. **Tutors only.** This document has had a positive effect on the way I deliver this qualification.

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Please use the space below to provide more detailed comments or additional feedback

*** Please indicate if you would like us to contact you about your feedback**

Yes / No

Please email your completed feedback form to: qcfsupportmaterials@cache.org.uk

Alternatively, you may post or fax your form to:

CACHE QCF Support Materials,
CACHE, Apex House,
81 Camp Road, St. Albans, Herts. AL1 5GB
 Fax: **01727 818613**



Section 6: Publication History

This section identifies important changes made to this document since its first publication in December 2010.

All page numbers refer to this version of the document.

- **p.10, Qualification Summary:** Credit value amended from 6 to 3.

A comprehensive **CACHE QCF Support Materials Publication History**, including details of changes made to all CACHE QCF support materials, is available on [cachezone](#).