



Level
4

APPROVAL CRITERIA

Adult Placement/ Shared Lives

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This is a **Regulatory Document** under **Condition B7** of the *Standard Conditions of Recognition (October 2018)*¹: *Compliance with Regulatory Documents*.

¹ <https://www.qualificationswales.org/english/publications/standard-conditions-of-recognition/>

Introduction

This document sets out the approval criteria for the Level 4 Adult Placement / Shared Lives qualification. These have been developed through stakeholder engagement, which included focus groups and online surveys. These approval criteria include the requirements that an awarding body must meet when developing the specification and assessment materials for the Level 4 Adult Placement / Shared Lives qualification.

This qualification aims to develop the knowledge, understanding, behaviours and skills of workers who are responsible for supporting shared lives placements/arrangements and Adult Placement/Shared Lives Carers.

This qualification has been developed in close collaboration with key sector stakeholders, including Social Care Wales and Health Education and Improvement Wales (HEIW).

This qualification is designed to be delivered by a range of learning providers, including work-based learning, further education and higher education, for learners who are 18 or over.

Where appropriate, this qualification should allow learners to develop transferable skills, including communication, literacy, digital competence and numeracy.

The approval criteria in this document will come into effect from January 2020 and will be reviewed in 2022.

In March 2017, Qualifications Wales published a determination to restrict a new suite of qualifications in Health and Social Care, and Childcare² for teaching on publicly funded programmes of learning in Wales. This suite includes the Level 4 Adult Placement / Shared Lives qualification.

All of the qualifications in the suite will be restricted to just one form per qualification for a period of five years. For this qualification, the period commences on 1 September 2020. This means that only one awarding body may award each qualification. Following a fair and transparent procurement process that took place between January 2017 and August 2017, Qualifications Wales has contracted with a consortium of City & Guilds of London Institute and WJEC to jointly develop and deliver all of the qualifications in the suite.

Qualifications Wales will only approve a qualification that meets all of the requirements set out in this document together with those set out in the *Standard*

² <http://qualificationswales.org/media/2535/230517-determination-to-restrict-hsc-final-e.pdf>

*Conditions of Recognition*³. In developing qualifications to meet these requirements awarding bodies must have regard to *Fair Access by Design*⁴. The commissioned awarding body must also meet all of the requirements set out in the *concession contract awarded* during the qualification development, approval, implementation and delivery stages.

Where the requirements of the Subject Approval Criteria set out in this document differ from those prescribed in the *Standard Conditions of Recognition*, the requirements in this document will take precedence.

Qualification structure and design

1. The Level 4 Adult Placement / Shared Lives specification must offer learners the certification of a qualification with a Total Qualification Time (TQT) of 450 hours (45 credits) and will need to be defined in terms of Guided Learning Hours (GLH).
2. The Level 4 Adult Placement / Shared Lives qualification comprises both mandatory content (Group A) and optional content (Group B) (see Appendix A).
3. The optional content (Group B) must be grouped into three endorsed pathways:
 - 3.1. Develop Understanding of Dementia;
 - 3.2. Develop Understanding of Learning Disability and Autism; and
 - 3.3. Develop Understanding of Mental Ill-Health.
4. The qualification title appearing on certificates must be:

Level 4 Adult Placement / Shared Lives

5. The design of Level 4 Adult Placement / Shared Lives must ensure that the subject aims and objectives are reflected in the assessments to enable learners to demonstrate their knowledge, skills and understanding.
6. The Level 4 Adult Placement / Shared Lives specification must specify any rules of combination that apply to the optional units.

³ <http://qualifications.wales/english/our-work/regulating-awarding-bodies/monitoring-awarding-bodies/>

⁴ <https://qualificationswales.org/media/4739/fair-access-by-design.pdf>

Subject aims and objectives

7. Level 4 Adult Placement / Shared Lives must enable learners to develop and demonstrate their knowledge, understanding, behaviours, skills and practice within the context of their chosen specialism. In particular, learners should be able to demonstrate that they:
 - 7.1. develop and apply knowledge, understanding and skills as an Adult Placement / Shared Lives worker;
 - 7.2. develop and apply knowledge and understanding of legislative, regulatory and organisational requirements applicable to the role of an Adult Placement / Shared Lives worker;
 - 7.3. develop and apply knowledge and understanding of how to work with carers to maintain and achieve outcomes for individuals within the role of an Adult Placement / Shared Lives worker;
 - 7.4. develop as effective and independent learners, and as critical and reflective thinkers with enquiring minds in the context of their role as an Adult Placement / Shared Lives worker;
 - 7.5. use an enquiring, critical approach to distinguish facts and opinions; to build arguments and make informed judgements in the context of their role as an Adult Placement / Shared Lives worker;
 - 7.6. develop self-awareness in order to improve practice in their role as an Adult Placement / Shared Lives worker;
 - 7.7. develop knowledge and understanding of person/child-centred approaches within their role as an Adult Placement / Shared Lives worker;
 - 7.8. use literacy, numeracy and digital competency skills as appropriate within their role.

Subject content

8. The content of the Level 4 Adult Placement / Shared Lives specification must reflect the subject aims and objectives.
9. The Level 4 Adult Placement / Shared Lives specification must include the mandatory content (Group A) specified in Appendix A.

10. The Level 4 Adult Placement / Shared Lives specification must include the following pathways:
 - 10.1 Develop Understanding of Dementia;
 - 10.2 Develop Understanding of Learning Disability and Autism; and
 - 10.3 Develop Understanding of Mental Ill-Health.
11. The content for each pathway is specified in Appendix A (Group B).

Scheme of assessment

12. Level 4 Adult Placement / Shared Lives will be assessed through:
 - 12.1 a portfolio of evidence;
 - 12.2 observation of practice;
 - 12.3 a reflective log;
 - 12.4 a professional discussion.
13. Each assessment (detailed in paragraph 12) must cover a significant proportion of the content. For each pathway, all of the mandatory content described in Group A, and the content for the chosen pathway described in Group B, must be covered across the assessments. On submitting the qualification for approval, the awarding body will be required to provide a rationale that explains its approach to determining which content is covered by which assessment component.
14. The specification must specify the type and amount of evidence to be collected for assessment purposes.
15. The qualification must be of comparable demand for all learners, irrespective of the units undertaken.
16. The scheme of assessment must ensure that:
 - 16.1 the criteria and requirements for practice undertaken, and the assessment of this practice are clearly detailed;
 - 16.2 any permitted conditions for assessment through simulation are clearly detailed, including what would constitute a realistic work environment.
17. All learning outcomes for the optional content undertaken must be evidenced through the assessments.

18. Marking criteria must indicate how each aspect of assessment relates to the learning outcomes.
19. Assessment opportunities for the Level 4 Adult Placement / Shared Lives must be available throughout the year.
20. The Level 4 Adult Placement / Shared Lives specification must include details of opportunities to resubmit.

Outcomes

21. Learners who successfully complete all required assessments (meeting any rules of combination) will be certificated.
22. The qualification title appearing on certificates must include the name of the endorsed pathway in parentheses. (See approval criteria 3.)

Submitting qualifications for approval

23. When submitting a qualification to Qualifications Wales for approval, the awarding body must provide:
 - 23.1 a specification document;
 - 23.2 a representative range of sample assessment materials, which exemplify a range of comparable pathways;
 - 23.3 an explanatory document (rationale document) outlining the rationale for the key design features of the proposed qualification and their alignment to findings of The Sector Review of Qualifications and the Qualification System in Health and Social Care, including childcare and play work⁵

⁵ <http://qualifications.wales/english/qualifications/vocational-qualifications/sector-reviews/health-social-care-and-childcare/>

Rationale requirements

24. The purpose of the rationale document is to support the qualification review and approval process and is not intended for publication.
25. The rationale document must include an explanation for:
 - 25.1 the qualification structure, explaining the reasons for the way in which the content has been structured;
 - 25.2 the approach to how tasks are developed;
 - 25.3 the assessment structure, including where appropriate, the number, mark allocation and duration of assessments;
 - 25.4 the availability of assessment opportunities and the approach to ensuring those opportunities are available throughout the year;
 - 25.5 the interpretation of the learning outcomes and how they apply to the different components of assessment;
 - 25.6 the design of sample assessment materials and guidance, including the type and range of assessment tasks across the qualification and their relationship to the learning outcomes;
 - 25.7 the design and application of marking criteria;
 - 25.8 how the qualification reflects a Welsh context;
 - 25.9 the process used to award these qualifications consistently and to the appropriate level including the process for setting and maintaining standards;
 - 25.10 the process used to award the qualification, including a rationale for the proposed pass/fail boundary at assessment and qualification level.

Operational requirements

26. The specification and/or supporting information must specify the knowledge and competence requirements (both subject and assessment/quality assurance) for assessors, internal quality assurers and external quality assurers appropriate for a qualification at this level.

27. The qualification specification must include explicit details of operational requirements, including:

27.1 entries;

27.2 quality assurance;

27.3 external assessment processes.

**Further
information**

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Appendix A - Level 4 Adult Placement / Shared Lives

The Level 4 Adult Placement / Shared Lives specification must include the following content and learning outcomes. This makes 100% of the total content and learning outcomes of the qualification.

Group A: Mandatory content

The following content will form the mandatory practice content of the Level 4 Adult Placement / Shared Lives qualification.

Topic Areas	Learning Outcomes
1. Provide support for Adult Placement / Shared Lives carers	1.1. Understand the role of Adult Placement / Shared Lives services 1.2. Support the recruitment, assessment and approval of Adult Placement / Shared Lives carers 1.3. Support the placement arrangement between individuals and carers 1.4. Support carers to provide Adult Placement / Shared Lives placements/arrangements 1.5. Develop positive working relationships 1.6. Lead and manage compliance with legislative, regulatory and organisational requirements for the safeguarding of individuals 1.7. Develop and maintain the carer's knowledge and understanding of the safeguarding of individuals 1.8. Lead practice that supports carers to safeguard individuals from harm and abuse 1.9. Lead practice that supports rights, well-being and positive relationships to promote safeguarding 1.10. Lead and support practice that enables individuals to keep themselves safe 1.11. Maintain and update own continuing professional development to reflect best practice

Group B: Pathway content

The following content will form the content for the pathways for the Level 4 Adult Placement / Shared Lives qualification.

Topic Areas	Learning Outcomes
2. Develop understanding of dementia	2.1. Develop understanding of perspectives and perceptions of dementia 2.2. How to support carers' understanding of rights-based approaches, positive relationships and community participation
3. Develop understanding of learning disability and autism	3.1. Develop understanding of perspectives and perceptions of learning disability and autism 3.2. How to support carers' understanding of rights-based approaches, positive relationships and community participation 3.3. Support effective communication 3.4. Support carers' understanding of sexuality and sexual health 3.5. Support carers' understanding of health conditions and the importance of health checks
4. Develop understanding of mental ill-health	4.1. Develop understanding of perceptions and perspectives of mental ill-health 4.2. Develop understanding of rights-based approaches, positive relationships and community participation 4.3. Develop understanding of treatment and support for recovery 4.4. Co-occurring mental health and substance misuse 4.5. Support carers to understand how to manage crisis situations