

**Training for People that Care**  
**Hazel Eastwood-Powell**

**THE QUALIFICATION**

Management Level 5

CACHE/ NCFA have a suite of qualifications which measure the knowledge and skills required to meet the course. This course is aimed at those who work in health or social care settings or with children or young people in a wide range of settings. Achieving one of the qualifications demonstrates an individual's ability relating to children/pupil welfare, care, behavior and learning.

The duration of the qualification is 18 months, in a Management role. This course has different pathways children and young people and advanced practice.

The qualification comprises of mandatory units and option units covering communication, safeguarding, child development, equality and diversity, team work, professional development, behaviour, carrying out activities in the setting and health and safety.

You will build a portfolio of evidence on Qualls Direct throughout the 18 months which will demonstrate your competence in the above areas.

**Induction/Enrolment**

**Tutor/Assessor**

Prior to the (Induction/ Enrolment meeting), which takes a minimum of 1 hour Setting up your Individual Folder on Qualls Direct.

I will require the following information one week prior to our meeting, if this information is not available to me, I cannot see you on our designated day, and an alternative appointment will have to be made.

This information can be sent to me by e-mail or Whatapp's by photo or pdf

**At our Induction/Enrolment Meeting I will Need the following Hard copies**

- Copy of Math's and English Certification
  - Copy of Other relevant past courses achieved (example previous level 3 if going onto level 4 etc)
- Linking to new Course
- Copy of an up to date CV
  - Letter to confirm Placement or Reference for Employers to confirm hours.

**Student**

**On a practical Note, you will need to bring with you**

Notebook and Pen

In relation to payment, cheques made payable to H Eastwood/Powell (Receipts for payment will be given on payment)

Those wishing to pay on the payment plan will pay their initial deposit and evidence of setting up a payment plan or intention of.

## **HOW THE QUALIFICATION IS ACHIEVED**

### **OBSERVATION**

The tutor/assessor and student will agree a time and date for the observation, this will be a convenient time to come and watch them carry out an activity in the nursery, home, pre-school, school or classroom. This could include tasks such as group work with children or a health and safety walk about. The students will be observed on a 4 of occasions throughout the qualification. The student will need to get permission prior to the observation taking place.

### **PROFESSIONAL DISCUSSION/FEEDBACK**

The tutor/assessor will talk with the you, generally after each unit to show breadth of knowledge and understanding about the activity you have just carried out.

### **ASSIGNMENT**

A written task carried out throughout the year on units that would be difficult to observe the student carrying out in the workplace such as safeguarding.

### **REFLECTIVE PRACTICE**

Reflection on what you the student has seen or carried out in the workplace, i.e. meetings, Working with Professionals, Children support, staff induction etc... Commenting on what well and improvements that could be made to practice

### **WORK PRODUCTS**

You will need access to work products that are used so you are able to understand how the Early Years Setting runs effectively i.e. Policies and procedures, Individual learning plans, general learning plans, observation sheets, risk assessments, reading records.

### **APPRAISIAL FEEDBACK SHEETS**

Completed throughout the 18 months your manager will be asked to monitor your progress and participation.

### **TUTOR/ASSESSOR RESPONSIBILTIES**

At the Induction / Enrolment meeting

- The Student will receive: - E-portfolio on Quals Direct, how too sheet, Course Handbook, CACHE Resources Book, Help Sheet and Course directed links and guidance tuition.

Face to Face/ One to One Meetings: -

- During your CYPW Course you will get 9 Face to Face/ One to One Meetings with your tutor.
- Induction/ Enrolment information and guideline for units and look at options. Also, to create a year plan.
- Minimum of every two weeks, contact will be booked by the tutor with the student to cover feedback, assessments, reflective practices etc.
- 4 Observation will be book throughout the course.
- Provide support in all areas
- To liaise with the Early Years Setting/Manager when necessary providing a point of contact
- To deliver guidance towards teaching of knowledge and guidance to relevant research around the qualification by email and WhatsApp.

### **EARLY YEARS WORKING ENVIRONMENT RESPONSIBILITIES**

- To complete your timesheets and appraisal sheets
- Provide policy information
- To give access to all areas of the early year's curriculum, so you can carry out activities and complete observation /assessment sheets on children's participation and progress

**STUDENTS RESPONSIBILITIES**

- To be reliable and punctual and phone in advance regarding being unable to make appointments
- To give in timesheets and appraisal sheets promptly
- To adhere to all policies and procedures
- To carry out all roles and responsibilities practitioner
- To meet Deadline and Assessment Dates.

Your tutor /assessor contact is:

Hazel Eastwood-Powell

MOB 07921522030

Email [hazeleastwoodpowell@gmail.com](mailto:hazeleastwoodpowell@gmail.com)

**I hope you will find your time with us both enjoyable and worthwhile.**

***I have read and understand the above:***

**Name:** .....

**Signed:** .....(Candidate) **Date:** .....

**Signed:** .....(Tutor) **Date:** .....

Please see attached policy and procedure list

Throughout the course you may need to have access to the following policies and procedures to help you carry out assignments, and to also ensure that you can understand and fulfil your role and responsibilities and work effectively as part of the team.

- Health and safety policies
- Behaviour and sanctions policy
- Confidentiality policy
- Grievance policy
- Missing child policy
- Anti-bullying policy
- Safeguarding policy
- Equality/diversity/inclusion/ant-discrimination policy
- Reporting and recording of accidents procedure
- Fire procedure
- E –safety policy
- Mission statement
- Data protection policy

- Curriculum policies
- Teaching and learning policy
- Special educational needs policy
- British values