

Open College Network West Midlands
**Level 3 Award in
Measurement of Body Symmetry (QCF)**

Qualification Guide





'Passionate about enabling learning and releasing the potential of people and their communities'

Open College Network West Midlands is a national Awarding Organisation, regulated by Ofqual and the Quality Assurance Agency for Higher Education (QAA), to develop and award nationally recognised qualifications. We work in partnership with employers, training providers, colleges, universities, schools and voluntary and community organisations to offer vocational credit-based qualifications, Access to Higher Education Diplomas and quality assured Customised Accreditation to help learners gain employment or to progress into further learning and Higher Education.

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1. Qualifications in this suite

- Open College Network West Midlands Level 3 Award in Measurement of Body Symmetry (QCF) - 601/0331/0

2. About the qualification

The Open College Network West Midlands Level 3 Award in Measurement of Body Symmetry (QCF) provides learners with the theoretical principles, knowledge of common safety issues and the practical skills they need in order to provide objective measurements of body symmetry using the Goldsmith Indices. It was developed in collaboration with Simple Stuff Works Associates Ltd, a Company committed to protecting body shape for people with movement difficulties. The development of this qualification was supported by Skills for Health.

The Open College Network West Midlands Level 3 Award in Measurement of Body Symmetry (QCF) qualification is a major contribution to the qualifications currently available for families, healthcare professionals and supporters.

The need for increased awareness of the impact of postural care and the development of the requisite skills and knowledge for carers and health professionals involved in the care of individuals with, or at risk of developing, body shape distortion is well documented*.

The Open College Network West Midlands Level 3 Award in Measurement of Body Symmetry (QCF) qualification provides learners with an overall awareness of the skills needed to provide effective measurement of body symmetry. This qualification does not confer vocational competence.

The specific aims of the qualification are to:

- promote awareness of the impact of therapeutic strategies used to protection of body shape;
- enable families to understand the efficacy of current positioning strategies as they relate to the person they care for;
- provide a clear rationale for therapeutic intervention with objective outcomes for the individual and their family;
- encourage the safe and considered use of therapeutic positioning in order to minimise risks to all involved.

Please note:

Learning providers interested in offering this qualification are advised to read section 7 of this guide for specific conditions that apply.

(*See, for example, "Raising Our Sights: services for adults with profound intellectual and multiple disabilities", Professor Jim Mansell, 2010 and the "European Declaration on the Health of Children and Young People with Intellectual Disabilities and their Families", World Health Organisation, 2010.)

Objectives of the qualification:

This qualifications can be used flexibly to meet learner needs. Depending on the context of the learning and the needs of each individual learner, the qualification can:

- prepare learners to progress to a qualification in the same subject area but at a higher level;
- prepare learners for employment;
- support a role in the workplace;
- encourage engagement in learning.

The qualification is designed to enable the learners to:

- safely and effectively measure body symmetry;
- relate measurements to appropriate strategies used to protect body shape;
- provide an objective rationale for the provision and use of equipment.

It is a requirement that assessment of this qualification is conducted in English.

The Open College Network West Midlands Level 3 Award in Measurement of Body Symmetry (QCF) is accredited by Ofqual and is included within the Qualifications and Credit Framework (QCF).

Guided Learning Hours (GLH)

Guided Learning Hours are defined as the number of hours of supervised or directed study time required for a unit or a qualification. Some learners will be able to achieve units and qualifications in a shorter time than indicated. Others, for example those with additional support requirements, may need longer.

The guided learning hours for this qualifications is 38.

Progression opportunities

Achievement of the Open College Network West Midlands Level 3 Award in Measurement of Body Symmetry (QCF) will enable individuals to progress to a range of occupational areas in the NHS and other statutory, private and voluntary agencies and informal caring situations.

3. Who the qualification is for

The qualification is designed to be accessed by a variety of individuals including family members, supporters and health practitioners. It is relevant for those accessing careers in Health, Social Care and Education sectors and provides a qualification in a fundamental aspect of personal care.

The qualification is particularly suitable for those who:

- care on a day to day basis for a person with movement problems;
- are family members who are providing care within the home;
- provide support to families as part of the health or social care sector.

Entry requirements

The minimum age for access to this qualification is 19 years.

Many of the potential learners will have prior experience of supporting people with complex disability but will come from a wide range of backgrounds and so have a range of qualifications. It is essential that learners have a sound understanding of the biomechanics of body shape distortion.

Prior to registering to this qualification learners will need to have achieved the Open College Network West Midlands Level 2 Award in Postural Care Awareness (QCF).

Learners will also need to have knowledge of person-centred approaches, experience of working with individuals who do not communicate in traditional ways and an understanding of the vulnerability of the individuals being measured in relation to communicating any pain or distress.

Learners with particular requirements

Assessment within the Open College Network West Midlands Level 3 Award in Measurement of Body Symmetry (QCF) qualification is designed to be accessible and inclusive. The assessment methodology is appropriate and rigorous for individuals or groups of learners.

If you have learners with particular requirements you should refer to the *Reasonable Adjustments and Special Considerations Policy*, available from Open College Network West Midlands. This gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.

4. Achieving the qualification

Rules of combination

Centres are responsible for ensuring that courses are designed so that learners are able to achieve the qualification for which they are aiming. Courses must allow for a sufficient number of credits to be achieved, and must meet the specific rules of combination that apply to each qualification.

To be awarded the Open College Network West Midlands Level 3 Award in Measurement of Body Symmetry (QCF), the learner must achieve 6 credits from the mandatory unit.

Unit achievement

All of the assessment criteria in a unit must be met before the unit is deemed to be achieved. The unit achievement is not graded: units are either achieved or not achieved.

Recording achievement

You must record each learner's performance in each unit on an appropriate form or forms. The form/s should record the learner's performance against the unit assessment criteria evidenced by the task.

5. The unit

Title	Level	Credit	GLH	Unit code	QCF unit reference number
Measurement of Body Symmetry	3	6	38	PT2/3/NQ/002	Y/505/1880

QCF level descriptors

The level of the unit within this qualification has been determined with reference to the QCF level descriptors.

Level	Summary	Knowledge and Understanding	Application and Action	Autonomy and Accountability
3	Achievement at level 3 reflects the ability to identify and use relevant understanding, methods and skills to complete tasks and address problems that, while well defined, have a measure of complexity. It includes taking responsibility for initiating and completing tasks and procedures as well as exercising autonomy and judgment within limited parameters. It also reflects awareness of different perspectives or approaches within an area of study or work.	<p>Use factual, procedural and theoretical understanding to complete tasks and address problems that, while well defined, may be complex and non-routine.</p> <p>Interpret and evaluate relevant information and ideas.</p> <p>Be aware of the nature of the area of study or work.</p> <p>Have awareness of different perspectives or approaches within the area of study or work.</p>	<p>Address problems that, while well defined, may be complex and non-routine.</p> <p>Identify, select and use appropriate skills, methods and procedures.</p> <p>Use appropriate investigation to inform actions.</p> <p>Review how effective methods and actions have been.</p>	<p>Take responsibility for initiating and completing tasks and procedures, including, where relevant, responsibility for supervising or guiding others.</p> <p>Exercise autonomy and judgment within limited parameters.</p>

Extracted from 'Regularity arrangements for the Qualifications and Credit Framework', Appendix E, Ofqual, 2008

6. Assessment

The qualification requires achievement of the specified units with no further requirements for additional/summative assessment. Achievement is therefore determined by successful completion of unit assessment. The assessment process is as follows:

- Assessments are internally set and approved at the Centre by assessors, against the requirements detailed in the assessment criteria of the unit.
- The learners are assessed internally at the Centre, using the assessments set.
- The resulting portfolios of assessed evidence are internally quality assured by an Internal Quality Assurer (IQA) at the Centre.
- The portfolios of assessed evidence are quality assured either by an Open College Network West Midlands Quality Adviser (QA) or, for Centres with Direct Claims Status, an Internal Quality Assurer (IQA) approved by Open College Network West Midlands.

Assessment methods

When delivering Open College Network West Midlands units and qualifications, Centres may choose from a range of assessment methods. It is important that the most effective and appropriate methods are selected. We therefore strongly advise that all those involved in assessment and internal quality assurance of this qualification refer to the *Open College Network West Midlands Centre Handbook* and our *Assessment Methods* publication. These provide guidance on the range of assessment methods available and the types of evidence appropriate for each. These publications are available on our website, www.opencollnet.org.uk.

It is important when devising assessments to differentiate between the assessment method (what the learner is asked to do) and the evidence (what the learner produces).

When designing any assessment method, tutors or assessors will need to consider the presentation of the assessment task to the learner to make it fair and accessible. Tutors or assessors may also need to consider arrangements for learners with particular learning difficulties and will need to be aware of Open College Network West Midlands' policy on reasonable adjustments.

All proposed assessment tasks must be checked and confirmed as appropriate, fair, valid and reliable by an appropriately qualified and experienced Internal Quality Assurer (IQA) before being issued to learners.

7. Offering the qualification

Centres wishing to deliver this qualification will need to demonstrate the ability to deliver including adherence to quality assurance and assessment regulations. Open College Network West Midlands will provide guidance and give support in enabling you to use the qualification.

All procedures for the use of this qualification or units of this qualification, including approval, registration of learners, verification and certification will be completed through Open College Network West Midlands, who will have an identified officer to support your Centre. If you have any queries or difficulties at any time you should contact the Open College Network West Midlands office.

Approval to offer the qualification

Centres wishing to offer this qualification must note the requirements stipulated in Appendix A of this guide.

To gain approval to offer the qualification Centres must submit an *Approval to deliver an Open College Network West Midlands qualification and units of an Open College Network West Midlands qualification* form. This is available as a printable hard copy in Appendix B of this guide. It is also available as an e-form on our website: navigate to 'Qualifications' and then 'Measurement of Body Symmetry'.

If you are an Open College Network West Midlands Recognised Centre and you wish to add this qualification to your curriculum offer please complete and submit an *Open College Network West Midlands New Course Notification Form*. This is available to download from our website. The form should be forwarded to Open College Network West Midlands for approval.

If you are not an Open College Network West Midlands Recognised Centre and you wish to offer the qualification, please consider applying for Centre Recognition with us. To start the application process email enquiries@opencollnet.org.uk or telephone 01902 624 239.

For more information visit 'Becoming a Centre' on our website.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards.

Standardisation:

- establishes statements on the standard of evidence required to meet the assessment criteria for the units in Open College Network West Midlands qualifications;
- makes recommendations on assessment practice;
- produces advice and guidance for the assessment of units;
- identifies good practice in assessment.

It is a requirement of the Centre Recognition Process that each Centre offering units from Open College Network West Midlands qualifications must contribute assessment materials and learners' evidence for standardisation if requested.

Open College Network West Midlands will notify Centres of the required sample for standardisation purposes. Assessment materials, learners' evidence and tutor feedback will be sent to Open College Network West Midlands by Centres.

Outcomes from standardisation will be available to Centres through Open College Network West Midlands.

Support for Centres

Open College Network West Midlands provides all of our Centres with on-going support and advice on the use of Open College Network West Midlands units and qualifications, including the requirements for assessment.

If Centres approved to offer Open College Network West Midlands units and qualifications have obtained a UKPRN (UK Provider Reference Number) from the UKRLP (UK Register of Learning Providers), this will be used as the Centre Reference Number. If a Centre has not obtained a UKPRN they will be issued with a unique Open College Network West Midlands Centre Number.

Information about obtaining a Unique Learner Number (ULN) on behalf of the learners is included in the *Open College Network West Midlands Centre Handbook*.

Centre responsibilities

Each Centre should identify a Centre Contact who will be responsible for Open College Network West Midlands provision within the Centre.

The Centre Contact must ensure all procedures relating to the delivery of the qualification operate effectively in the Centre.

The Centre Contact is the person responsible for confirming and ensuring that the Centre meets all the Open College Network West Midlands requirements for Centre Recognition.

The Centre Contact is responsible for ensuring all relevant Open College Network West Midlands documentation is distributed as required within the Centre and that the security requirements for external assessment are adhered to, where applicable.

The information provided in this qualification guide is accurate at the time of publication but is subject to change. Open College Network West Midlands will occasionally update qualification information, so please refer to the 'Open College Network West Midlands Qualifications' page of our website to view any updates, and the latest versions of our qualification guides.

Appendix A – Requirements to offer the qualification

To offer this qualification, Centres must ensure that tutors delivering this qualification:

- Have successfully completed the Simple Stuff Works Associates Ltd 'Leadership Course'.

Approval to deliver an Open College Network West Midlands qualification and units of an Open College Network West Midlands qualification

Name of Centre: _____
Qualification title: _____
Accreditation number: _____
Centre officer responsible for this qualification: _____
Position: _____
Tel: _____ E-mail: _____

Approval to deliver an Open College Network West Midlands qualification and units of an Open College Network West Midlands qualification

I agree to Appendix A - Requirements to offer the qualification

Please complete the box below and send form to Open College Network West Midlands either by email at wolverhampton@opencollnet.org.uk or alternatively by post (see back cover for contact details).

I have read and agree to the above conditions in order to deliver this qualification.
Centre officer responsible for this qualification:
(Signature) _____
Name: (Print) _____
Position: _____ Date: _____

Qualification Number

Level 3 Award: 601/0331/0



Open College Network West Midlands
Aldersley House
Overstrand
Pendeford Business Park
Wolverhampton
WV9 5HA

Tel: (01902) 624230

Fax: (01902) 624231

Email: wolverhampton@opencollnet.org.uk

Web: www.opencollnet.org.uk

Office Hours:

Monday to Thursday - 9.00am to 5.00 pm

Friday - 9.00 am to 4.00 pm

www.opencollnet.org.uk

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