

Open College Network West Midlands  
Level 3 Award in  
**Postural Care in the Seated Position (QCF)**

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*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.

### **Why choose us?**

- **Outstanding personalised customer service and support**
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- **Responsive and flexible qualification development service**
- Diverse range of qualifications
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- Quality assurance, enhancement and improvement services
- **Competitive and transparent pricing**
- Charitable organisation with ethical and sustainable business practices

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## **1. The qualification**

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- Open College Network West Midlands Level 3 Award in Postural Care in the Seated Position (QCF) - 601/3358/2

## **2. About the qualification**

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This qualification will enable learners to understand the need for appropriate seating and identify suitable interventions.

The qualification is designed to:

- provide the individual with the skills to carry out a seating assessment, document and interpret the findings in order to provide appropriate recommendations and interventions;
- increase sensitivity to the early signs of asymmetry relative to the seated posture and raise awareness of the processes of its development;
- enable the individual and his/her first circle of support to plan appropriate seating interventions as part of their postural care on the basis of objective measurements.

The qualification will:

- enable learners to develop their skills and knowledge to deliver locally sustainable, person-centred Postural Care services;
- support longer term employability for those involved in the provision of health and social care;
- ensure quality assured and regulated training for health and social care practitioners.

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

The Open College Network West Midlands Level 3 Award in Postural Care in the Seated Position qualification 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.

Guided learning hours for this qualification: 42.

### **Progression opportunities**

Learners who achieve this qualification may progress to other specific qualifications, such as Open College Network West Midlands Level 3 Award in Postural Care in the Lying Position (QCF), Open College Network West Midlands Level 4 Award in Leadership in Postural Care (QCF). There is also the opportunity to progress to Health and Social Care related Diploma and Degree Level qualifications.

This qualification may be used as a professional development opportunity, and as such is relevant to a variety of health and social care roles.

### **3. Who the qualification is for**

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This qualification is designed to meet the needs of practitioners from the health and social care sector, such as physiotherapists, occupational therapists, assistant nursing practitioners, community nurses, supported living providers and personal assistants, who may use this qualification as a professional development opportunity.

#### **Entry requirements**

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

Before accessing this qualification, learners must have achieved a Level 2 qualification or have equivalent experience in a health related area, for example supporting people with postural care needs.

#### **Learners with particular requirements**

Assessment within the Open College Network West Midlands Level 3 Award in Postural Care in the Seated Position 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 Adjustment 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

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### 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 Postural Care in the Seated Position (QCF), learners must achieve 6 credits.

### 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

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Title	Level	Credit	GLH	Unit code	QCF unit reference number
Postural Care in the Seated Position	3	6	42	PT1/3/NQ/082	M/506/3565

**QCF level descriptors**

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

<b>Level</b>	<b>Summary</b>	<b>Knowledge and Understanding</b>	<b>Application and Action</b>	<b>Autonomy and Accountability</b>
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**

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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 verified by an Internal Quality Assurer (IQA) at the Centre.
- The portfolios of assessed evidence are verified 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](http://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**

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Centres wishing to deliver this qualification will need to demonstrate the ability to deliver it, including adherence to quality assurance and assessment regulations.

All procedures for the use 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', 'Postural Care' and then 'Open College Network West Midlands Level 3 Award in the Seated Position (QCF)'.

If you are an Open College Network West Midlands Recognised Centre and you wish to add this qualification to your curriculum offer please also 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](mailto: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.

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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***

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

- have successfully completed the Simple Stuff Works Associates Ltd Leadership in Postural Care course;
- have delivered training in Postural Care, approved by Simple Stuff Works Associates Ltd.

**Appendix B – Approval to deliver an Open College Network West Midlands qualification and units of an Open College Network West Midlands qualification**



**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](mailto: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 Numbers

Level 3 Award: 601/3358/2



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Office Hours:

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Friday - 9.00 am to 4.00 pm

**[www.opencollnet.org.uk](http://www.opencollnet.org.uk)**

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