Open College Network West Midlands
Level 3 Certificate in Conductive Education (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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- **Outstanding personalised customer service and support**
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- Charitable organisation with ethical and sustainable business practices

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1. **Qualifications in this suite**

- Open College Network West Midlands Level 3 Certificate in Conductive Education (QCF) - 600/7058/4

2. **About the qualification**

There are currently more than 30 centres in the UK providing Conductive Education. Recent market research undertaken by the National Institute of Conductive Education has shown that there are approximately 600 conductive assistants employed in Conductive Education across the UK.

Many of these conductive assistants currently have no formal training to work in this role. This has been recognised as a gap by employers within Conductive Education. Within the field of Conductive Education there are two main professional organisations who work together to provide quality assurance and development of this work across the UK:

1. The Conductive Education Professional Education Group (CEPEG) - a membership organisation for professional and employees in the field of Conductive Education;

2. The Professional Conductors Association (PCA) - the professional body for qualified conductors (degree trained professionals delivering conductive education).

The National Institute of Conductive Education hosts both of these groups and initial work in developing this qualification included members of both professional groups. Advice was taken from those working in the field to establish the ‘gap in knowledge’ and the course content for this qualification. Additional guidance was sought regarding the method of delivery as well as length of course.

Employers recognise that this specific qualification would enhance their own provision and provide a potential career structure for conductive assistants working in this field. Many conductive education centres provide their own ‘in-house’ training for conductive assistants and it was felt that this should be standardised to ensure easy transfer of knowledge between centres and to provide a quality assurance framework for the future.
Objective of the qualification

The Open College Network West Midlands Level 3 Certificate in Conductive Education is designed to enhance the professional development of support staff within Conductive Education and work towards improving the quality of service delivery in the UK.

This qualification is designed to enable the learners to:

- develop knowledge and practice in Conductive Education
- work with children and young people with additional requirements to meet their personal support needs
- contribute to effective group care and teaching
- support individuals during Conductive Education sessions
- support individuals in their daily living activities
- support individuals to retain, regain and develop the skills to manage their own lives and environment
- plan, agree and implement development activities to meet individual needs
- help individuals to develop mobility skills.

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 qualification is 168.

Progression opportunities

The Open College Network West Midlands Level 3 Certificate in Conductive Education (QCF) will enable learners to widen their opportunities for employment as it will provide learners with both knowledge and practical skills which would be used in everyday practice.

This qualification also provides a progression route to a BA Honours Degree in Conductive Education for those who wish to become a qualified Conductor.
3. Who the qualification is for

The Open College Network West Midlands Level 3 Certificate in Conductive Education (QCF) is designed for individuals (conductive assistants) working in:

- mainstream schools which have a special resource base for children with special needs
- special schools
- conductive education schools/centres
- nursery and parents groups where conductive education is delivered.

These conductive assistants would be working alongside qualified conductors in a supportive role and be involved in the daily application of skills for example; eating, dressing, transferring, as well as the more formal structured motor programmes being followed.

Restrictions on learner entry

Learners should be working in a Conductive Education setting. It is expected that potential learners will receive appropriate guidance and advice regarding the suitability of the qualification. This qualification requires workplace assessment which will need to be monitored for health and safety.

Entry requirements

The minimum age for access to the qualifications is 18 years.

There are no further entry requirements.

Learners with particular requirements

Assessment within the Open College Network West Midlands Level 3 Certificate in Conductive Education (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
To be awarded the Open College Network West Midlands Level 3 Certificate in Conductive Education (QCF), learners must achieve eight 3 credit mandatory units:

- Conductive Education
- Conductive Facilitation
- Conductive Observation
- Self Care Skills for Children with Cerebral Palsy
- The Effects of Cerebral Palsy on Learning
- The Purpose of the Task Series in Conductive Education
- The Role of the Daily Routine in Conductive Education
- Transferring Skills for Individuals with Motor Disorders.

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 qualification units

**Mandatory units level 3**

<table>
<thead>
<tr>
<th>Title</th>
<th>Level</th>
<th>Credit</th>
<th>GLH</th>
<th>Unit code</th>
<th>QCF unit reference number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conductive Education</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>PA9/3/NQ/010</td>
<td>J/504/5444</td>
</tr>
<tr>
<td>Conductive Facilitation</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>PA9/3/NQ/009</td>
<td>A/504/5439</td>
</tr>
<tr>
<td>Conductive Observation</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>PA9/3/NQ/011</td>
<td>A/504/5442</td>
</tr>
<tr>
<td>Self Care Skills for Children with Cerebral Palsy</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>PA9/3/NQ/012</td>
<td>F/504/5443</td>
</tr>
<tr>
<td>The Effects of Cerebral Palsy on Learning</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>PA9/3/NQ/013</td>
<td>T/504/5438</td>
</tr>
<tr>
<td>The Purpose of the Task Series in Conductive Education</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>PA9/3/NQ/014</td>
<td>M/504/5440</td>
</tr>
<tr>
<td>The Role of the Daily Routine in Conductive Education</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>PA9/3/NQ/015</td>
<td>T/504/5441</td>
</tr>
<tr>
<td>Transferring Skills for Individuals with Motor Disorders</td>
<td>3</td>
<td>3</td>
<td>21</td>
<td>PA9/3/NQ/016</td>
<td>M/504/5437</td>
</tr>
</tbody>
</table>
QCF level descriptors

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

<table>
<thead>
<tr>
<th>Level</th>
<th>Summary</th>
<th>Knowledge and Understanding</th>
<th>Application and Action</th>
<th>Autonomy and Accountability</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>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.</td>
<td>Use factual, procedural and theoretical understanding to complete tasks and address problems that, while well defined, may be complex and non-routine. Interpret and evaluate relevant information and ideas. Be aware of the nature of the area of study or work. Have awareness of different perspectives or approaches within the area of study or work.</td>
<td>Address problems that, while well defined, may be complex and non-routine. Identify, select and use appropriate skills, methods and procedures. Use appropriate investigation to inform actions. Review how effective methods and actions have been.</td>
<td>Take responsibility for initiating and completing tasks and procedures, including, where relevant, responsibility for supervising or guiding others. Exercise autonomy and judgment within limited parameters.</td>
</tr>
</tbody>
</table>

Extracted from ‘Regulatory arrangements for the Qualifications and Credit Framework’, Appendix E, Ofqual, 2008
6. Assessment

The qualifications require 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/assessors will need to consider the presentation of the assessment task to the learner to make it fair and accessible. Tutors/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.

It is good practice for all proposed assessment tasks to 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.
Skills for Care and Development Assessment Principles
Centres offering the Open College Network West Midlands Level 3 Certificate in Conductive Education must adhere to the Skills for Care and Development Assessment Principles.

a) Competence based learning outcomes

In particular, Centres must be aware of the requirements which apply to the assessment and internal quality assurance of competence based learning outcomes, that is those beginning with the phrase ‘Be able to…..’. These are present in three of the units:

- Conductive Facilitation
- Conductive Observation
- Transferring Skills for Individuals with Motor Disorders.

For such learning outcomes assessment decisions must:

- be made in a real work environment
- be made by an occupationally competent assessor
- be made by an assessor qualified to make assessment decisions
- include direct observation as the main source of evidence.

b) Knowledge based learning outcomes

All of the units in the qualification include units that have knowledge based learning outcomes, that is, those beginning with ‘understand’ or ‘know’. With respect to these learning outcomes, Centres must note that assessments:

- may take place outside the working environment
- must be made by an occupationally knowledgeable assessor
- must be made by an assessor qualified to make assessment decisions.

c) Internal quality assurance

Those undertaking internal quality assurance of units in this qualification must be occupationally knowledgeable in the subject areas in which they are conducting verification and must be qualified to make quality assurance decisions.
Further details and definitions

It is recommended that Centres read the Skills for Care and Development Assessment Principles in full for further information and guidance, including definitions of ‘occupationally competent’, ‘occupationally knowledgeable’, ‘qualified to make assessment decisions’ and ‘qualified to make quality assurance decisions’.

The Principles are available on the Skills for Care Development website, www.skillsforcareanddevelopment.org.uk; navigate to ‘How can we help you’ and then ‘Employers’.

Alternatively follow this link: http://www.skillsforcareanddevelopment.org.uk/Howcanwehelpyou/employers.aspx.
7. Offering the qualification

General information

Centres wishing to deliver this qualification will need to demonstrate the ability to deliver it 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 this 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 'Conductive Education'.

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' (NCNF). This is available to download from our website. Centres may submit this form with the Approval to deliver an Open College Network West Midlands qualification and units of an Open College Network West Midlands qualification form or you may await confirmation that you are approved to offer the qualification before submitting the NCNF.

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 Open College Network West Midlands Centre Recognition 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.
Appendix A – Requirements to offer the qualification

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

- Have one of the following recognised professional qualifications to work as a Conductor as stated by the Professional Conductor Association (PCA):
  - BA Hon in Conductive Education,
  - Diploma in Conductive Education from Pető Institute in Hungary.

and

- Have minimum of 5 years’ experience as a Conductor.

and

- Have completed a Tutor Induction course at The National Institute of Conductive Education in Birmingham.
Appendix B - Approval to deliver an Open College Network West Midlands qualification and units of an Open College Network West Midlands qualification

Please return to Open College Network West Midlands. (See back cover for contact details).

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: ________________________________