

Open College Network West Midlands  
**Level 3 Certificate in  
Conductive Education**

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. About this qualification

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The Open College Network West Midlands Level 3 Certificate in Conductive Education 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.

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.

### Objectives 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 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 individuals to progress to a qualification in the same subject area but at a higher level or requiring more specific knowledge, skills and understanding;
- prepare learners for employment;
- support a role in the workplace;
- encourage engagement in learning.

This qualification has been designed to enable learners to:

- develop knowledge and practice in Conductive Education;
- work with children and young people with additional requirements to meet their personal support needs;
- 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.

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

The Open College Network West Midlands Level 3 Certificate in Conductive Education qualification is accredited by Ofqual.

### **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.

### **Total Qualification Time (TQT)**

Total qualification time is defined as the number of guided learning hours (GLH) plus the time taken by the learner for private study or work experience.

Guided learning hours and total qualification time for this qualification is:

#### **Level 3 Certificate**

GLH: 168 hours

TQT: 240 hours

## **2. Learner requirements**

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### **Entry requirements**

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.

### **Minimum age**

The minimum age for access to this qualification is **18** years.

## Reasonable Adjustment and Special Considerations

Assessment within the Open College Network West Midlands Level 3 Certificate in Conductive Education 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 needs 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.

## 3. Achieving the qualification

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### Rules of combination

Centres are responsible for ensuring that learners are able to achieve the qualification for which they are aiming. Centres must ensure that the following rules of combination that apply to each qualification are met.

To be awarded the Open College Network West Midlands Level 3 Certificate in Conductive Education, learners must achieve 24 credits from 8 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 the learner's achievement of each unit on an appropriate form(s). You should record the learner's achievement against the specific units assessment criteria evidenced by the task.

## 4. The units

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### Mandatory Group M

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Conductive Education	3	3	21	30	PA9/3/NQ/010	J/504/5444
Conductive Facilitation	3	3	21	30	PA9/3/NQ/009	A/504/5439
Conductive Observation	3	3	21	30	PA9/3/NQ/011	A/504/5442
Self-care Skills for Children with Cerebral Palsy	3	3	21	30	PA9/3/NQ/012	F/504/5443
The Effects of Cerebral Palsy on Learning	3	3	21	30	PA9/3/NQ/013	T/504/5438
The Purpose of the Task Series in Conductive Education	3	3	21	30	PA9/3/NQ/014	M/504/5440
The Role of the Daily Routine in Conductive Education	3	3	21	30	PA9/3/NQ/015	T/504/5441
Transferring Skills for Individuals with Motor Disorders	3	3	21	30	PA9/3/NQ/016	M/504/5437

## Level descriptors

The level of the units within this qualification is linked to the latest QCF level descriptors published by Ofqual.

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
<b>Level 3</b>	Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks that while well-defined, may be complex and non-routine. Can interpret and evaluate relevant information and ideas. Is aware of the nature of the area of study or work. Is aware of different perspectives or approaches within the area of study or work.	Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine. Use appropriate investigation to inform actions. Review how effective methods and actions have been.

*Extracted from 'After the QCF A New Qualification Framework' October 2015*

## 5. Assessment

This 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](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.

#### 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.

d) 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](http://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>.

## 6. Offering the qualification

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Centres wishing to deliver this qualification will need to demonstrate the ability to adhere to quality assurance and assessment regulations.

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 on 01902 624230.

### 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 page for this qualification.

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 [here](#). The completed form should be forwarded to your Business Development Manager for approval.

If you are not an Open College Network West Midlands Recognised Centre and you wish to offer the qualification, you will need to apply for Centre Recognition with us. To start the application process please 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 provide 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, including qualification end dates and the latest versions of our qualification guides.**

## Appendix A – Requirements to offer this qualification

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To offer this qualification, centres must ensure that tutors delivering this 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 or units

### Approval to deliver an Open College Network West Midlands qualification or units

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 or units

I agree to Appendix A - Requirements to offer the qualification

Please complete the box below and send form to Open College Network West Midlands at  
[l.male@opencollnet.org.uk](mailto:l.male@opencollnet.org.uk)

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: _____

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Friday - 9.00 am to 4.00 pm

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