



## Level 2 Award in Youth Work Principles (England)

Qualification Number: 603/5589/X





### **Mission Statement**

We recognise achievement and support learning transforming the lives of individuals and communities.

### **Our Vision**

To be the best we can be.

### **Our Values**

- **Integrity** – committed to ethical and sustainable business practices;
- **Clarity** – a clear qualification offer supported by transparent processes;
- **Collaboration** – working with customers and other stakeholders;
- **Aspiration** – supporting individuals to fulfil their potential and progress;
- **Excellence** – committed to high quality;
- **Innovation** – creating opportunities for learners, employers and communities;
- **Inclusion** – celebrating diversity and respecting individuality.

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

## Qualification summary – key facts

<b>Title:</b>	Open College Network West Midlands Level 2 Award in Youth Work Principles (England)
<b>Qualification Number:</b>	603/5589/X
<b>Level:</b>	2
<b>Credit Value:</b>	11 credits
<b>Guided Learning Hours:</b>	73 hours
<b>Total Qualification Time:</b>	110 hours
<b>Qualification Objective:</b>	<p>This qualification can be used flexibly to meet learner needs. It has been designed to enable learners to:</p> <ul style="list-style-type: none"><li>• Engage and communicate with young people</li><li>• Carry out safeguarding</li><li>• Gain knowledge of the theory of youth work</li><li>• Support young people's development.</li></ul>
<b>Progression Routes:</b>	<p>This qualification is for those who wish to begin working or volunteering with young people in a range of youth work settings in England. Depending on the context of the learning and the needs of each individual learner, the qualification can:</p> <ul style="list-style-type: none"><li>• 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</li><li>• Prepare learners for employment</li><li>• Support a role in the workplace with young people.</li></ul> <p>This is an introductory qualification and does not carry any professional qualification endorsement from ETS England.</p>
<b>Entry requirements:</b>	The minimum age for access to this qualification is 14 years.
<b>Assessment method(s):</b>	Portfolio of evidence. Learners must have access to a real work environment. There are no set placement hours.

## How is the qualification assessed?

The assessment process is as follows:

### Internal Assessment by Portfolio of Evidence

Where the assessment method for the qualification is by internally set assessments (Portfolio of Evidence), then centres are free to devise their own assessments for the qualification/unit.

- All assessments should be designed in such a way as to minimise the requirement for Reasonable Adjustments to be made.
- Centre devised assessments must allow learners to meet all of the requirements of the assessment criteria for each unit. Assessments must not require learners to produce evidence above and beyond that stipulated in the Assessment Criteria.
- Centres must then have these assessments approved by their IQA.

When devising assessments, centres may choose from a range of assessment methods but where assessment guidance is provided within a unit this must be adhered to unless otherwise agreed with the External Quality Assurer (EQA).

Assessment methods must be valid, fair, reliable and safe leading to authentic, sufficient and current evidence produced by the candidate.

Holistic assessment is good practice wherever possible and permitted by the assessment strategy for the qualification if this exists.

Further guidance on assessment can be found in the [Centre Handbook](#) and the [Assessment Methods](#) publication. These provide guidance on the range of assessment methods available and the types of evidence appropriate for each.

Other guidance and sample documentation is available to recognised centres covering: planning assessment; recording achievement; planning, carrying out and documenting IQA.

### Reasonable Adjustment and Special Considerations

Reasonable adjustments and Special Considerations are available for all assessments, irrespective of whether they are internally or externally set.

Where a learner or group of learners may not be able to access the assessment without Reasonable Adjustments, centres should ensure that they apply in good time for relevant reasonable adjustments to be made, using the Open College Network West Midlands [Reasonable Adjustments and Special Considerations Policy which](#) 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.

### Standardisation

Standardisation is a process that promotes consistency in the understanding and application of assessment practice. Full details on Open College Network West Midlands standardisation practices can be found in our [Centre Handbook](#).

Outcomes from standardisation events will be disseminated to Centres by Open College Network West Midlands.

# Qualification size

## About the RQF

The Regulated Qualifications Framework (RQF) provides a single, simple system for cataloguing all qualifications regulated by Ofqual. Qualifications are indexed by their level and size.

Levels indicate the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels supported by three “entry levels”.

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in term of Total Qualification Time (TQT). The part of the TQT spent being taught or supervised is known as Guided Learning Hours (GLH).

## Guided Learning Hours (GLH)

GLH are defined as the time a learner spends being taught or instructed by – or otherwise participating in education or training under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training. This includes guidance or supervision time:

- a) With the simultaneous physical presence of the learner and that person, or
- b) Remotely by means of simultaneous electronic communication.

It does not include the number of hours a learner spends in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

## Total Qualification Time (TQT)

TQT is comprised of the following two elements:

- a) The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- b) An estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or other form of participation in education or training, including assessment, which takes place as directed by – but unlike Guided Learning, not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

## Rules of Combination and level for this qualification

To achieve the Open College Network West Midlands Level 2 Award in Youth Work Principles learners must achieve 11 credits from the Mandatory Units. There are no optional units in this qualification. Please refer to the [National Youth Agency Guidance Document](#) that accompanies this guide when planning and delivering this qualification.

### Mandatory Group M

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Engaging and Communicating with Young People	2	2	10	20	GC4/2/NQ/014	H/617/9985
Safeguarding in a Youth Work Setting	2	3	20	30	PR5/2/NQ/013	J/618/0000
Theory of Youth Work	2	4	30	40	PR5/2/NQ/015	K/617/9986
Young People's Development	2	2	13	20	PR5/2/NQ/018	M/617/9987

### Level Descriptors

Units are assigned a level based on current RQF guidance issued by Ofqual.

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
<b>Level 2</b>	Has knowledge and understanding of facts, procedures and ideas in an area of study or field of work to complete well-defined tasks and address straight-forward problems. Can interpret relevant information and ideas. Is aware of a range of information that is relevant to the area of study or work.	Select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems. Identify, gather and use relevant information to inform actions. Identify how effective actions have been.

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

## Requirements to deliver the qualification

To offer this qualification, centres must ensure that tutors:

- Hold a UK recognised teaching and/or assessing qualification.
- Are JNC Professionally Qualified Youth Work practitioners (i.e. hold a Level 6 qualification recognised by the National Youth Agency Education Training Standards Committee)
- Have a minimum of three years Youth Work practice experience.
- Are able to evidence continued professional development, including fieldwork<sup>1</sup> activities, within the last 3 years.

In addition, specialist units should be delivered by experienced practitioners with expertise in the subject area.

Centres must also ensure that they have in place an Internal Quality Assurance person who:

- Holds or is working towards a Level 4 Award in Internal Quality Assurance of Assessment Processes and Practices or its equivalent.
- Holds a JNC Professional Youth Work qualification (i.e. a Level 6 qualification recognised by the National Youth Agency Education Training Standards Committee)
- Has a minimum of three years practice experience in the youth and community sector.
- Is familiar with the assessment requirements of the qualification for which they are the Internal Quality Assurer.
- Is able to evidence further training and development in a relevant field.

Further details on these requirements can be found in the [NYA Assessment Strategy](#) and the [NYA Approved Level 6 qualifications list](#).

**To gain approval to offer the qualification, centres must submit a [Qualification Approval Form \(QAF\)](#).**

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.

---

<sup>1</sup> This could include, for example, youth work practice, supervision of practitioners or training delivery.

## 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.

Information about the following can be found in our [Centre Handbook](#):

- obtaining a Unique Learner Number (ULN) on behalf of the learners
- UKPRN (UK Provider Reference Number)

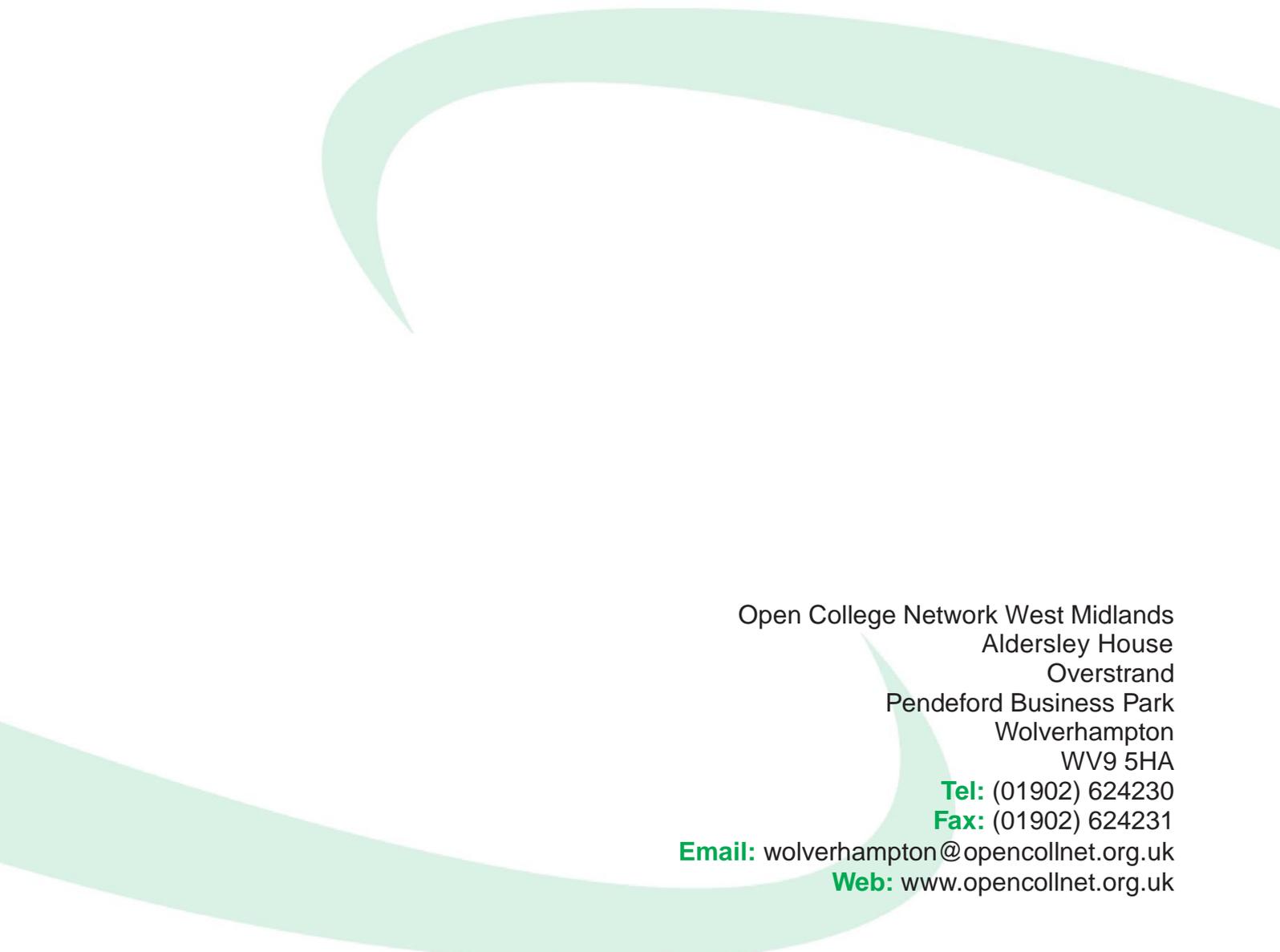
## Centre responsibilities

Each centre should identify a centre contact who will be responsible for:

- ensuring that the centre meets all the Open College Network West Midlands requirements for centre recognition and adheres to all [policies and procedures](#).
- Open College Network West Midlands provision within the centre
- ensuring all procedures relating to the delivery of the qualification operate effectively in the centre
- 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, including qualification end dates and the latest versions of our qualification guides.*



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](mailto:wolverhampton@opencollnet.org.uk)

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

**Office Hours:**

Monday to Thursday - 9.00 am to 5.00 pm

Friday - 9.00 am to 4.00 pm

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

**0 1 9 0 2 6 2 4 2 3 0**