

Open College Network West Midlands
**Level 3 Certificate for Professionals Working in the
Sexual Violence Sector**
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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1. Qualifications in this suite

- Open College Network West Midlands Level 3 Certificate for Professionals Working in the Sexual Violence Sector – 601/6510/8

2. About the qualification

This qualification equips staff and volunteers working in the sexual violence sector to work with clients requiring support after experiencing rape or sexual violence.

The qualification is designed to enable individuals to:

- increase knowledge of issues related to working with survivors of rape and sexual abuse;
- gain practical skills to support clients by telephone and face-to-face;
- learn about the legal system and how it relates to rape and sexual violence;
- consider equality and diversity issues relating to survivors of sexual violence;
- develop an awareness of coping strategies developed by survivors of sexual abuse.

It is a requirement that assessments of these qualifications are conducted in English.

This qualification is regulated 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.

Guided learning hours for these qualifications:

Level 3 Certificate

Minimum 105

Maximum 113

What this qualification could lead to

On achievement of this qualification, learners may progress to jobs and careers in the sexual violence sector, as support workers or helpline workers in rape crisis centres or a centre supporting clients who have been sexually abused. Learners may also take a role as a volunteer in a centre and gain skills that will increase opportunities to work as an independent sexual violence adviser or crisis centre support worker.

3. Who the qualification is for

This qualification is designed for those who require knowledge and practical skills to be able to support survivors of rape and sexual violence. This qualification will suit volunteers working in the Sexual Violence Sector; staff working in rape crisis centres, centres dealing with survivors of sexual violence or professionals wishing to update their knowledge of issues around rape and sexual violence.

Entry requirements and minimum age

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

There are no other entry requirements.

Learners with particular requirements

Assessment within this 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

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 Certificate for Professionals Working in the Sexual Violence Sector, learners must achieve 15 credits. A maximum of 2 credits at Level 2 can be achieved.

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 units

Level 3 Units

Title	Level	Credit	GLH	Unit code	Unit reference number
Advocacy Skills	3	2	14	PS4/3/NQ/002	F/507/3663
Coping Strategies for Surviving Sexual Violence	3	1	7	PS2/3/NQ/019	A/507/1877
Defining "Honour -based Violence" against Women and Girls	3	1	7	PS2/3/NQ/032	T/507/8567
Demystifying Child Sexual Exploitation	3	1	7	PR4/3/NQ/006	F/507/1878
Emotional and Societal Responses to Rape and Sexual Violence	3	1	7	PS2/3/NQ/020	T/507/1893
Engaging with Broadcast Media on Issues Relating to Rape and Sexual Violence	3	1	7	KB2/3/NQ/001	Y/507/3667
Equality and Diversity in Relation to Survivors of Rape and Sexual Violence	3	1	7	PS2/3/NQ/021	M/507/1892
Feminist Theory in Practice	3	1	7	PS4/3/NQ/003	H/507/3669
Health and Safety in the Workplace	3	2	14	PL2/3/NQ/002	M/507/3674
Impact of Childhood Sexual Abuse	3	1	7	PS2/3/NQ/022	K/507/1891

Listening and Response Skills for Supporting Survivors of Rape and Sexual Violence	3	2	14	PS2/3/NQ/023	H/507/1890
Media Issues around Rape and Sexual Violence	3	2	14	PS2/3/NQ/028	F/507/3677
Objectification of Women	3	1	7	HH1/3/NQ/001	T/507/8570
Peer Mentoring Skills for Rape Crisis Professionals	3	2	14	PS4/3/NQ/004	F/507/3680
Rape and Sexual Violence as a Weapon of War	3	2	14	PS2/3/NQ/033	A/507/8571
Rape and the Legal System	3	1	7	PS2/3/NQ/024	M/507/1889
Rape Crisis England and Wales Approved Trainer Training	3	4	32	GB7/3/NQ/003	M/507/3688
Reflective Practice	3	1	7	HB2/3/NQ/001	R/507/8558
Responding to Disclosure of Rape and Sexual Violence	3	2	14	PS2/3/NQ/029	A/507/3693
Selecting and Recruiting for Rape Crisis England and Wales	3	2	14	AJ4/3/NQ/001	Y/507/3698
Self Care for Stress Management	3	1	7	HB3/3/NQ/003	Y/507/8559
Sexual Violence against Men and Boys	3	1	7	PS2/3/NQ/030	R/507/3702

Sexual Violence Against Women and the Role of the Rape Crisis Movement	3	1	7	PS2/3/NQ/025	L/507/1897
Sexual Violence against Young People and Adolescents	3	1	7	PS2/3/NQ/034	F/507/8572
Sexual Violence and Prostitution	3	1	7	PS2/3/NQ/035	J/507/8587
Supporting Black, Asian, Minority Ethnic and Refugee Women and Girls who are Survivors of Sexual	3	1	7	PS2/3/NQ/037	K/507/8565
Supporting Disabled Survivors of Sexual Violence	3	1	7	PS2/3/NQ/038	R/507/8589
Supporting Lesbian, Gay, Bisexual and Queer Women Survivors of Sexual Violence	3	1	7	PS2/3/NQ/039	J/507/8590
Supporting Survivors of Rape and Sexual Violence	3	2	14	PS2/3/NQ/026	L/507/1883
Supporting Survivors of Sexual Violence via Email	3	1	7	PS2/3/NQ/031	Y/507/3703
Supporting Survivors to Explore Suicidal Feelings	3	1	7	PS2/3/NQ/042	Y/507/8593
Supporting Trans and Non-binary Survivors of Sexual Violence	3	1	7	PS2/3/NQ/043	D/507/8594
Supporting Women and Girls affected by Female Genital	3	1	7	PS2/3/NQ/040	L/507/8591
Supporting Women and Girls affected by Forced Marriage	3	1	7	PS2/3/NQ/041	R/507/8592

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Supporting Women who are Refugee and Asylum Seeking Survivors of Sexual	3	1	7	PS2/3/NQ/036	L/507/8588
Understanding Violence Against Women and Girls	3	1	7	PS2/3/NQ/044	M/507/8597
Working with Survivors of Abuse Related to Faith or Belief	3	1	7	PS2/3/NQ/027	J/507/1882

Level 2 Units

Title	Level	Credit	GLH	Unit code	Unit reference number
Safeguarding Adults	2	2	16	PR4/2/NQ/004	K/507/1888
Safeguarding Children	2	2	16	PR4/2/NQ/005	Y/507/1885

Level descriptors

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

Level 2

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
Level 2	<p>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.</p> <p>Is aware of a range of information that is relevant to the area of study or work.</p>	<p>Select and use relevant cognitive and practical skills to complete well-defined, generally routine tasks and address straightforward problems.</p> <p>Identify, gather and use relevant information to inform actions.</p> <p>Identify how effective actions have been.</p>

Level 3

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
Level 3	<p>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.</p> <p>Can interpret and evaluate relevant information and ideas.</p> <p>Is aware of the nature of the area of study or work.</p> <p>Is aware of different perspectives or approaches within the area of study or work.</p>	<p>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.</p> <p>Use appropriate investigation to inform actions.</p> <p>Review how effective methods and actions have been.</p>

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

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 it including adherence 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.

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 'Name of 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 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 must 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

We 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 provision within the Centre. This person is responsible for ensuring that the Centre meets all the Open College Network West Midlands requirements for Centre Recognition.

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

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 completed the Rape Crisis England and Wales Train the Trainer programme.

and

- Have a teaching qualification at Level 3 minimum

and

- Have experience of working in the sexual violence sector.

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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 wolverhampton@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: _____

Qualification Numbers

Level 3 Certificate: 601/6510/8



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