FAQ **LEVEL 5 DIPLOMA** IN

LEADERSHIP FOR HEALTH AND SOCIAL CARE AND CHILDREN AND YOUNG PEOPLE'S SERVICES (ENGLAND)

EVIDENCE LOG

Qualification Number: **601/4400/2**

Qualification Reference: **L5DLHSCCYPSE-HA**

Assessment Principles

1. Assessment Principles

Please refer to the FutureQuals website (https://www.futurequals.com/) for the current version of the Assessment Principles and the latest version of the qualification specification for any specific Assessment Principles relating to this qualification.

This page is intentionally left blank

Component 1: Use and develop systems that promote communication

Level: 5
Credit: 3
GL: 24

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Be able to address the range of communication requirements in own role			
1.1 Review the range of groups and individuals whose communication needs must be addressed in own job role			
1.2 Explain how to support effective communication within own job role			
1.3 Analyse the barriers and challenges to communication within own job role			
1.4 Implement a strategy to overcome communication barriers			
1.5 Use different means of communication to meet different needs			
2 Be able to improve communication systems and practices that support positive outcomes for individuals			
2.1 Monitor the effectiveness of communication systems and practices			
2.2 Evaluate the effectiveness of existing communication			

systems and practices			
2.3 Propose improvements to communication systems and practices to address any shortcomings			
2.4 Lead the implementation of revised communication systems and practices			
3 Be able to improve communication systems to support partnership working			
3.1 Use communication systems to promote partnership working			
3.2 Compare the effectiveness of different communications systems for partnership working			
3.3 Propose improvements to communication systems for partnership working			
4 Be able to use systems for effective information management			
4.1 Explain legal and ethical tensions between maintaining confidentiality and sharing information			
4.2 Analyse the essential features of information sharing agreements within and between organisations			

4.3 Demonstrate use of information management systems that meet legal and ethical requirements			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature: Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating

knowledge and skills for this component.

Assessor name:

Signature: Date:

Component 2: Promote professional development

Component Reference Number: L/602/2578

Level: 4
Credit: 4
GL: 33

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand principles of professional development			
1.1 Explain the importance of continually improving knowledge and practice			
1.2 Analyse potential barriers to professional development			
1.3 Compare the use of different sources and systems of support for professional development			
1.4 Explain factors to consider when selecting opporties and activities for keeping knowledge and practice up to date			
2 Be able to prioritise goals and targets for own professional development			
2.1 Evaluate own knowledge and performance against standards and benchmarks			
2.2 Prioritise development goals and targets to meet expected standards			

3 Be able to prepare a professional development plan			
3.1 Select learning opportunities to meet development objectives and reflect personal learning style			
3.2 Produce a plan for own professional development, using an appropriate source of support			
3.3 Establish a process to evaluate the effectiveness of the plan			
4 Be able to improve performance through reflective practice			
4.1 Compare models of reflective practice			
4.2 Explain the importance of reflective practice to improve performance			
4.3 Use reflective practice and feedback from others to improve performance			
4.4 Evaluate how practice has been improved through: • reflection on best practice • reflection on failures and mistakes			

Learner declaration of authenticity:
I declare that the work presented for this component is entirely my own work.
Learner signature: Date:

Assessor sign off of completed component:
I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.
Assessor name:
Signature: Date:

Component 3: Champion equality, diversity and inclusion

Component Reference Number: Y/602/3183

Level: 5
Credit: 4
GL: 34

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand diversity, equality and inclusion in own area of responsibility			
1.1 Explain models of practice that underpin equality, diversity and inclusion in own area of responsibility			
1.2 Analyse the potential effects of barriers to equality and inclusion in own area of responsibility			
1.3 Analyse the impact of legislation and policy initiatives on the promotion of equality, diversity and inclusion in own area of responsibility			
2 Be able to champion diversity, equality and inclusion			
2.1 Promote equality, diversity and inclusion in policy and practice			
2.2 Challenge discrimination and exclusion in policy and practice			

2.3 Provide others with information about: • the effects of discrimination • the impact of inclusion			

• the value of diversity			
2.4 Support others to challenge discrimination and exclusion			

3 Understand how to develop systems and processes that promote diversity, equality and inclusion

3.1 Analyse how systems and processes can promote equality and inclusion or reinforce discrimination and exclusion			
3.2 Evaluate the effectiveness of systems and processes in promoting equality, diversity and inclusion in own area of responsibility			
3.3 Propose improvements to address gaps or shortfalls in systems and processes			

4 Be able to manage the risks presented when balancing individual rights and professional duty of care

4.1 Describe ethical dilemmas that may arise in own area of responsibility when balancing individual rights and duty of care			

4.2 Explain the principle of informed choice			
4.3 Explain how issues of individual capacity may affect informed choice			
4.4 Propose a strategy to manage risks when balancing individual rights and duty of care			
in own area of responsibility			

Learner declaration of authenticity:
I declare that the work presented for this component is entirely my own work.

Learner signature: Date:

Assessor sign off of completed component:

 I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

 Assessor name:

 Signature: Date:

Component 4: Develop health and safety and risk management policies, procedures and practices in health and social care or children and young people's settings

Component Reference Number: K/602/3172

Level: 5
Credit: 5
GL: 33

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand the current legislative framework and organisational health, safety and risk management policies, procedures and practices that are relevant to health, and social care or children and young people's settings			
1.1 Explain the legislative framework for health, safety and risk management in the work setting			
1.2 Analyse how policies, procedures and practices in own setting meet health, safety and risk management requirements			
2 Be able to implement and monitor compliance with health, safety and risk management requirements in health and social care or children and young people's settings			
2.1 Demonstrate compliance with health, safety and risk management procedures			
2.2 Support others to comply with legislative and organisational health, safety and risk management policies, procedures and practices relevant to their work			

2.3 Explain the actions to take when health, safety and risk			
management, procedures and practices are not being complied with			
2.4 Complete records and reports on health, safety and risk management issues according to legislative and organisational requirements			
3 Be able to lead the implementation of policies, procedures and practices to manage risk to individuals and others in health and social care or children and young people's settings			
3.1 Contribute to development of policies, procedures and practices to identify, assess and manage risk to individuals and others			
3.2 Work with individuals and others to assess potential risks and hazards			
3.3 Work with individuals and others to manage potential risks and hazards			
4 Be able to promote a culture where needs and risks are balanced with health and safety practice in health and social care or children and young people's settings			
4.1 Work with individuals to balance the management of risk with individual rights and the views of others			

4.2 Work with individuals and others to develop a balanced approach to risk management that takes into account the benefits for individuals of risk taking			
4.3 Evaluate own practice in promoting a balanced approach to risk management			
4.4 Analyse how helping others to understand the balance between risk and rights improves practice			
5 Be able to improve health, safety and risk management policies, procedures and practices in health and social care or children and young people's settings			
5.1 Obtain feedback on health, safety and risk management policies, procedures and practices from individuals and others			
5.2 Evaluate the health, safety and risk management policies, procedures and practices within the work setting.			
5.3 Identify areas of policies, procedures and practices that need improvement to ensure safety and protection in the work setting.			

5.4 Recommend changes to policies, procedures and practices that ensure safety and protection in the work setting			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature: Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature: Date:

Component 5: Work in partnership in health and social care or children and young people's settings

Component Reference Number: A/602/3189

Level: 4
Credit: 4
GL: 26

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Understand partnership working			
1.1 Identify the features of effective partnership working			
1.2 Explain the importance of partnership working with • Colleagues • Other professionals ☐ Others			
1.3 Analyse how partnership working delivers better outcomes			
1.4 Explain how to overcome barriers to partnership working			
2 Be able to establish and maintain working relationships with colleagues			
2.1 Explain own role and responsibilities in working with colleagues			
2.2 Develop and agree common objectives when working with colleagues			

2.3 Evaluate own working relationship with colleagues			
2.4 Deal constructively with any conflict that may arise with colleagues			

3 Be able to establish and maintain working relationships with other professionals			
3.1 Explain own role and responsibilities in working with other professionals			
3.2 Develop procedures for effective working relationships with other professionals			
3.3 Agree common objectives when working with other professionals within the boundaries of own role and responsibilities			
3.4 Evaluate procedures for working with other professionals			
3.5 Deal constructively with any conflict that may arise with other professionals			
4 Be able to work in partnership with others			
4.1 Analyse the importance of working in partnership with others			

4.2 Develop procedures for effective working relationships with others			
4.3 Agree common objectives when working with others within the boundaries of own role and responsibilities			
4.4 Evaluate procedures for working with others			
4.5 Deal constructively with any conflict that may arise with others			

Learner declaration of authenticity:
I declare that the work presented for this component is entirely my own work.

Learner signature: Date:

Assessor sign off of completed component:
I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature: Date:

Component 6: Undertake a research project within services for health and social care or children and young people

Level: 5
Credit: 10
GL: 80

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1 Be able to justify a topic for research within services for health and social care or children and young people			
1.1 Identify the area for the research project			
1.2 Develop the aims and objectives of the research project			
1.3 Explain ethical considerations that apply to the area of the research project			
1.4 Complete a literature review of chosen area of research			
2 Understand how the components of research are used			
2.1 Critically compare different types of research			
2.2 Evaluate a range of methods that can be used to collect data			
2.3 Identify a range of tools that can be used to analyse data			

2.4 Explain the importance of validity and reliability of data used within research			
3 Be able to conduct a research project within services for health and social care or children and young people			
3.1 Identify sources of support whilst conducting a research project			
3.2 Formulate a detailed plan for a research project			
3.3 Select research methods for the project			
3.4 Develop research questions to be used within project			
3.5 Conduct the research using identified research methods			
3.6 Record and collate data			
4 Be able to analyse research findings			
4.1 Use data analysis methods to analyse the data			
4.2 Draw conclusions from findings			
4.3 Reflect how own research findings substantiate initial literature review			
4.4 Make recommendations related to area of research			

4.5 Identify potential uses for the research findings within practice			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature: Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature: Date:

Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England)

Summary of Achievement

Learner Name		FutureQuals Learner Number	
Centre Name		Centre Number	

Component Number	Component Title	Credits	Date Verified	Learner Signature	Assessor Signature	IQA Signature	EQA Signature
F/602/2335	Use and develop systems that promote communication	3					
L/602/2578	Promote professional development	4					
Y/602/3183	Champion equality, diversity and inclusion	4					
K/602/3172	Develop health and safety and risk management policies, procedures and practices in health and social care or children and young people's settings	5					

A/602/3189	Work in partnership in health and social care or children and young people's settings	4					
J/602/3499	Undertake a research project within services for health and social care or children and young people	10					

Competence has been demonstrated in all the components recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.

Internal Quality Assurer Signature   Date

Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services (England)
Summary of Achievement – Optional Components

Must not be used alone – this sheet must be attached to a Mandatory Component Summary of Achievement

Learner Name		FutureQuals Learner Number	
Centre Name		Centre Number	

Component Number	Component Title	Credits	Date Verified	Learner Signature	Assessor Signature	IQA Signature	EQA Signature

Competence has been demonstrated in all the components recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.

Internal Quality Assurer Signature | Date

PAGE INTENTIONALLY
LEFT BLANK

FAQ **LEVEL 5 DIPLOMA** IN

LEADERSHIP FOR HEALTH AND SOCIAL CARE AND
CHILDREN AND YOUNG PEOPLE'S SERVICES
(ENGLAND)

FutureQuals®