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| Unit Title: Support individuals to access and manage direct payments | | |
| URN: H/601/7905 |  |  |
| Credit Value: 6 |  |  |
| Level: 4 |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **You must be able to:** | | | |
| **1 Understand the role of direct payments** | | | |
| 1.1 Explain the purpose of direct payments |  |  |  |
| 1.2 Explain how direct payments relate to legislation and policies for providing care and support |  |  |  |
| 1.3 Identify the range of services for which direct payments may be used |  |  |  |
| **2 Be able to support individuals to decide whether to use direct payments** | | | |
| 2.1 Identify sources of information and advice about using direct payments |  |  |  |
| 2.2 Provide information and advice about direct payments in a way that is accessible to an individual and others |  |  |  |
| 2.3 Access specialist guidance about using direct payments |  |  |  |
| 2.4 Work with the individual and others to decide:  • whether a direct payment would be beneficial in meeting the individual’s needs  • the level and type of support needed to manage the direct payment |  |  |  |
| **3 Be able to provide support to select services to be purchased with direct payments** | | | |
| 3.1 Provide accessible information about services that are likely to meet the individual’s needs |  |  |  |

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| 3.2 Work with the individual and others to select support that meets their needs within resources available |  |  |  |
| 3.3 Support the individual to check and understand documents produced by service providers selected |  |  |  |
| **4 Be able to provide support for completing paperwork associated with direct payments** | | | |
| 4.1 Contribute to completing paperwork to apply for direct payments, in a way that promotes active participation |  |  |  |
| 4.2 Support the individual to make payments for services purchased, in a way that promotes active participation |  |  |  |
| 4.3 Contribute to submitting claims and monitoring documents for direct payments, in a way that promotes active participation |  |  |  |
| **5 Understand how to address difficulties, dilemmas and conflicts relating to direct payments** | | | |
| 5.1 Explain how dilemmas may arise between duty of care and an individual’s rights in the context of direct payments |  |  |  |
| 5.2 Identify practical difficulties and conflicts that may arise in relation to direct payments |  |  |  |
| 5.3 Describe strategies to resolve or minimise such difficulties, dilemmas and conflicts |  |  |  |
| **6 Be able to contribute to reviewing the support provided through direct payments** | | | |
| 6.1 Agree with the individual how the support they purchase will be evaluated |  |  |  |
| 6.2 Work with the individual and others to evaluate the support they have purchased |  |  |  |
| 6.3 Agree any changes needed to the support purchased |  |  |  |
| 6.4 Provide feedback to organisations about the support purchased |  |  |  |
| **7 Be able to contribute to reviewing the management of direct payments** | | | |
| 7.1 Work with the individual and others to review the management of the direct payment |  |  |  |
| 7.2 Agree any changes to the type and level of support needed for managing a direct payment |  |  |  |
| 7.3 Provide feedback to people and organisations about the management of the individual’s direct payment |  |  |  |

**Learner declaration of authenticity:**

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

Learner signature: Date:

**Assessor sign off of completed unit:**

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

Assessor name:

Signature: Date: