

# Pearson BTEC Level 3 National Extended Diploma in Children's Play, Learning and Development

(Early Years Educator)



## Specification

*First teaching from September 2016*

*First certification from 2018*

Issue 8



# **Pearson BTEC Level 3 National Extended Diploma in Children's Play, Learning and Development (Early Years Educator)**

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First teaching September 2016

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### **Edexcel, BTEC and LCCI qualifications**

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### **About Pearson**

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This specification is Issue 8. We will inform centres of any changes to this issue. The latest issue can be found on our website.

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# Welcome

With a track record built over 30 years of learner success, BTEC Nationals are widely recognised by industry and higher education as the signature vocational qualification at Level 3. They provide progression to the workplace either directly or via study at a higher level. Proof comes from YouGov research, which shows that 62% of large companies have recruited employees with BTEC qualifications. What's more, well over 100,000 BTEC students apply to UK universities every year and their BTEC Nationals are accepted by over 150 UK universities and higher education institutes for relevant degree programmes either on their own or in combination with A Levels.

## Why are BTECs so successful?

BTECs embody a fundamentally learner-centred approach to the curriculum, with a flexible, unit-based structure and knowledge applied in project-based assessments. They focus on the holistic development of the practical, interpersonal and thinking skills required to be able to succeed in employment and higher education.

When creating the BTEC Nationals in this suite, we worked with many employers, higher education providers, colleges and schools to ensure that their needs are met. Employers are looking for recruits with a thorough grounding in the latest industry requirements and work-ready skills such as teamwork. Higher education needs students who have experience of research, extended writing and meeting deadlines.

We have addressed these requirements with:

- a range of BTEC sizes, each with a clear purpose, so there is something to suit each learner's choice of study programme and progression plans
- refreshed content that is closely aligned with employers' and higher education needs for a skilled future workforce
- assessments and projects chosen to help learners progress to the next stage. This means some are set by you to meet local needs, while others are set and marked by Pearson so that there is a core of skills and understanding that is common to all learners. For example, a written test can be used to check that learners are confident in using technical knowledge to carry out a certain job.

We are providing a wealth of support, both resources and people, to ensure that learners and their teachers have the best possible experience during their course. See *Section 10* for details of the support we offer.

## A word to learners

Today's BTEC Nationals are demanding, as you would expect of the most respected applied learning qualification in the UK. You will have to choose and complete a range of units, be organised, take some assessments that we will set and mark, and keep a portfolio of your assignments. But you can feel proud to achieve a BTEC because, whatever your plans in life – whether you decide to study further, go on to work or an apprenticeship, or set up your own business – your BTEC National will be your passport to success in the next stage of your life.

Good luck, and we hope you enjoy your course.

## Collaborative development

Students completing their BTEC Nationals in Children’s Play, Learning and Development will be aiming to go on to employment, often via the stepping stone of higher education. It was, therefore, essential that we developed these qualifications in close collaboration with experts from professional bodies, businesses and universities, and with the providers who will be delivering the qualifications. To ensure that the content meets providers’ needs and provides high-quality preparation for progression, we engaged experts. We are very grateful to all the university and further education lecturers, teachers, employers, professional body representatives and other individuals who have generously shared their time and expertise to help us develop these new qualifications.

These qualifications have been approved by the National College for Teaching and Leadership (NCTL) as full and relevant Early Years Educator (EYE) qualifications.

The NCTL is responsible for defining the full and relevant qualifications that staff included in the specified ratios must hold.

In addition, universities, professional bodies and businesses have provided letters of support confirming that these qualifications meet their entry requirements. These letters can be viewed on our website.

### Summary of Pearson BTEC Level 3 National Extended Diploma in Children’s Play, Learning and Development (Early Years Educator) specification Issue 8 changes

Summary of changes made between the previous issue and this current issue	Page number
The wording in <i>Unit 9: Observation, Assessment and Planning Assessment</i> criterion A.M1 was amended to remove ‘methods of’ and the <i>Essential information for assessment decisions</i> section for the Merit standard to align with the criterion.	Pages 98 and 100

### Summary of Pearson BTEC Level 3 National Extended Diploma in Children’s Play, Learning and Development (Early Years Educator) specification Issue 7 changes

Summary of changes made between the previous issue and this current issue	Page number
The last paragraph of the <i>Qualification and unit content</i> section has been amended to allow centres delivering the qualification above to alter the content to reflect the context of the country where it is being delivered.	Page 6
Addition of progression routes to BTEC Higher Nationals.	Page 10
Changes made to <i>Unit 10: Reflective Practice</i> Essential information for assessment decisions section Learning aim C Merit standard to remove sentences 2 to 4.	Page 110

If you need further information on these changes or what they mean, contact us via our website at: [qualifications.pearson.com/en/support/contact-us.html](https://qualifications.pearson.com/en/support/contact-us.html).

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# Introduction to BTEC National qualifications for the children's play, learning and development sector

This specification contains the information you need to deliver the Pearson BTEC Level 3 National Extended Diploma in Children's Play, Learning and Development (Early Years Educator). The specification signposts you to additional handbooks and policies. It includes all the units for this qualification.

This qualification is part of the suite of Children's Play, Learning and Development qualifications offered by Pearson. In the suite there are qualifications that focus on different progression routes, allowing learners to choose the one best suited to their aspirations.

All qualifications in the suite share some common units and assessments, allowing learners some flexibility in moving between qualifications where they wish to select a more specific progression route. The qualification titles are given below.

Within this suite are BTEC National qualifications for post-16 learners wishing to specialise in a specific industry, occupation or occupational group. The qualifications give learners specialist knowledge and technical skills, enabling entry to an Apprenticeship or other employment, or progression to related higher education courses. Learners taking these qualifications must have a significant level of employer involvement in their programmes.

In the children's play, learning and development sector these are:

Pearson BTEC Level 3 National Foundation Diploma in Children's Play, Learning and Development (540 GLH) 601/7570/9

Pearson BTEC Level 3 National Diploma in Children's Play, Learning and Development (Early Years Educator) (720 GLH) 601/7571/0

Pearson BTEC Level 3 National Extended Diploma in Children's Play, Learning and Development (Early Years Educator) (1080 GLH) 601/7572/2.

Other BTEC National qualifications in this sector provide a broad introduction that gives learners transferable knowledge and skills. These qualifications are for post-16 learners who want to continue their education through applied learning. The qualifications prepare learners for a range of higher education courses either by meeting entry requirements in their own right or by being accepted alongside other qualifications at the same level and adding value to them. Learners may progress to one of the qualifications in this specification having completed a smaller qualification that provides suitable fundamental knowledge and skills.

In the children's play, learning and development sector this qualification is:

Pearson BTEC Level 3 National Extended Certificate in Children's Play, Learning and Development (360 GLH) 601/7569/2.

In addition to these there are two alternative qualifications available for learners registering with the intention of obtaining Early Years Educator status who do not satisfy those requirements in full but otherwise meet the requirements for a BTEC National. They do not confer Early Years Educator status in early years settings. These are:

Pearson BTEC Level 3 National Diploma in Children's Play, Learning and Development (720 GLH) 603/3573/7

Pearson BTEC National Extended Diploma in Children's Play, Learning and Development (1080 GLH) 603/3572/5

These qualifications do not appear on performance measures and are not available to register on directly. The awarding of these qualifications provides appropriate certification for learners progressing to a range of child-focused careers.

This specification signposts all the other essential documents and support that you need as a centre in order to deliver, assess and administer the qualification, including the staff development required. A summary of all essential documents is given in *Section 7*. Information on how we can support you with this qualification is given in *Section 10*.

The information in this specification is correct at the time of publication.

## Total Qualification Time

For all regulated qualifications, Pearson specifies a total number of hours that it is estimated learners will require to complete and show achievement for the qualification: this is the Total Qualification Time (TQT). Within TQT, Pearson identifies the number of Guided Learning Hours (GLH) that we estimate a centre delivering the qualification might provide. Guided learning means activities, such as lessons, tutorials, online instruction, supervised study and giving feedback on performance, that directly involve teachers and assessors in teaching, supervising and invigilating learners. Guided learning includes the time required for learners to complete external assessment under examination or supervised conditions.

In addition to guided learning, other required learning directed by teachers or assessors will include private study, preparation for assessment and undertaking assessment when not under supervision, such as preparatory reading, revision and independent research.

BTEC Nationals have been designed around the number of hours of guided learning expected. Each unit in the qualification has a GLH value of 60, 90 or 120. There is then a total GLH value for the qualification.

Each qualification has a TQT value. This may vary within sectors and across the suite depending on the nature of the units in each qualification and the expected time for other required learning.

The following table show all the qualifications in this sector and their GLH and TQT values.

## Qualifications, sizes and purposes at a glance

Title	Size and structure	Summary purpose
<b>Pearson BTEC Level 3 National Extended Certificate in Children's Play, Learning and Development</b>	360 GLH (505 TQT) Equivalent in size to one A Level. 7 units of which 3 are mandatory and 2 are external. Mandatory content (83%). External assessment (66%).	A broad basis of study of the early years sector. This qualification is designed to support progression to higher education when taken as part of a programme of study that includes other appropriate BTEC Nationals or A Levels.

Title	Size and structure	Summary purpose
<b>Pearson BTEC Level 3 National Foundation Diploma in Children's Play, Learning and Development</b>	540 GLH (965 TQT) Equivalent in size to 1.5 A Levels. 7 mandatory units of which 2 are external. Mandatory content (100%). External assessment (44%).	This qualification is designed as a one-year, full-time course covering the fundamentals of the childcare sector. If taken as part of a programme of study that includes other BTEC Nationals or A Levels, it supports progression to higher education. It also supports progression to an Apprenticeship in the early years sector or to a further year of study at Level 3.
<b>Pearson BTEC Level 3 National Diploma in Children's Play, Learning and Development (Early Years Educator)*</b>	720 GLH (1625 TQT) Equivalent in size to two A Levels. 10 mandatory units of which 2 are external. Mandatory content (100%). External assessment (33%).	This qualification is designed for learners preparing for a role as an early years educator in preschool and nursery settings. The qualification is designed to be the substantive part of a 16–19 study programme for learners who want to study the mandatory core content of the children's play, learning and

		development sector, which is needed to practise as an early years educator. It may be complemented with other BTEC Nationals or A Levels and/or GCSEs in English and Maths to support progression to specific job roles, to higher education courses, or to working with children.
<b>Pearson BTEC National Extended Diploma in Children's Play, Learning and Development (Early Years Educator)*</b>	1080 GLH (2080 TQT) Equivalent in size to three A Levels. 21 units of which 11 are Mandatory and 3 are external. Mandatory content (77%). External assessment (33%).	Two-year, full-time course that meets entry requirements in its own right for learners who want to progress to employment in early year educator roles. This qualification has been designed to support progression to relevant occupational areas and sector-related courses in higher education.

\* Alternative qualifications may be awarded to learners who do not satisfy the requirements for Early Years Educator status but who do meet the suite rules for the award of a BTEC National. Please see sections *Structure* and *Understanding the qualification grade*.

## Structures of the qualifications at a glance

This table shows all the units and the qualifications to which they contribute. The full structure for this Pearson BTEC Level 3 National in Children’s Play, Learning and Development is shown in *Section 2*. **You must refer to the full structure to select units and plan your programme.**

### Key

	<b>Unit assessed externally</b>	<b>M</b>	<b>Mandatory units</b>	<b>O</b>	<b>Optional units</b>
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Unit (number and title)	Unit size (GLH)	Extended Certificate (360 GLH)	Foundation Diploma (540 GLH)	Diploma (720 GLH)	Extended Diploma (1080 GLH)
1 Children’s Development	120	M	M	M	M
2 Development of Children’s Communication, Literacy and Numeracy Skills	120	M	M	M	M
3 Play and Learning	60	M	M	M	M
4 Enquiries into Current Research in Early Years Practice	120				M
5 Keeping Children Safe	60	O	M	M	M
6 Children’s Physical Development, Care and Health Needs	60	O	M	M	M
7 Children’s Personal, Social and Emotional Development	60			M	M
8 Working with Parents and Others in Early Years	60	O	M	M	M
9 Observation, Assessment and Planning	60			M	M
10 Reflective Practice	60			M	M
11 The Early Years Foundation Stage	60	O	M	M	M
12 Children’s Development Outdoors	60				O
13 Healthy Eating in the Early Years	60				O
14 Montessori Approach in Early Years	60				O
15 Development of English for Children with another Home Language	60				O
16 Working with Children who have Additional Needs	60				O
17 Services for Children and their Families	60				O
18 Working With Children Under 3 Years	60				O
19 Digital Technologies in Early Years Practice	60				O
20 Career Development in the Early Years Sector	60				O
21 Children’s Imaginative Play and Creativity	60				O

<b>Work Placement Requirements</b>		
<b>Qualification</b>	<b>Minimum Length</b>	<b>Setting requirements</b>
<b>Pearson BTEC Level 3 National Extended Certificate in Children's Play, Learning and Development</b>	50 hours	At least one setting, with children from birth to seven years 11 months
<b>Pearson BTEC Level 3 National Foundation Diploma in Children's Play, Learning and Development</b>	300 hours	At least one setting with children from birth to seven years 11 months
<b>Pearson BTEC Level 3 National Diploma in Children's Play, Learning and Development (Early Years Educator)</b>	750 hours	Minimum of two different settings Minimum of 100 hours in each of the following age ranges: <ul style="list-style-type: none"> <li>• From birth to one year 11 months</li> <li>• From two years to four years 11 months</li> <li>• Five years to seven years 11 months</li> </ul>
<b>Pearson BTEC Level 3 National Extended Diploma in Children's Play, Learning and Development (Early Years Educator)</b>	750 hours	Minimum of two different settings Minimum of 100 hours in each of the following age ranges: <ul style="list-style-type: none"> <li>• From birth to one year 11 months</li> <li>• From two years to four years 11 months</li> <li>• Five years to seven years 11 months</li> </ul>

## Qualification and unit content

Pearson has developed the content of the new BTEC Nationals in collaboration with employers and representatives from higher education and relevant professional bodies. In this way, we have ensured that content is up to date and that it includes the knowledge, understanding, skills and attributes required in the sector.

Each qualification in the suite has its own purpose. The mandatory content provides a balance of breadth and depth ensuring that all learners have a strong basis for developing technical skills required in the sector. Learners are then offered the opportunity to develop a range of technical skills and attributes expected by employers with some opportunity to select between optional units where a degree of choice for individual learners to study content relevant to their own progression choices is appropriate. It is expected that learners will apply their learning in relevant employment and sector contexts during delivery and have opportunities to engage meaningfully with employers. The proportion of mandatory content ensures that all learners are following a coherent programme of study and acquiring the knowledge, understanding and skills that will be recognised and valued. Learners are expected to show achievement across mandatory units as detailed in *Section 2*.

BTEC Nationals have always required applied learning that brings together knowledge and understanding (the cognitive domain) with practical and technical skills (the psychomotor domain). This is achieved through learners performing vocational tasks that encourage the development of appropriate vocational behaviours (the affective domain) and transferable skills. Transferable skills are those such as communication, teamwork, planning and completing tasks to high standards, which are valued in both the workplace and in higher education.

Our approach provides rigour and balance, and promotes the ability to apply learning immediately in new contexts. Further details can be found in *Section 2*.

Centres should ensure that delivery of content is kept up to date. Some of the units within the specification may contain references to legislation, policies, regulations and organisations, which may not be applicable in the country you deliver this qualification in (if teaching outside of England), or which may have gone out-of-date during the lifespan of the specification. In these instances, it is possible to substitute such references with ones that are current and applicable in the country you deliver subject to confirmation by your Standards Verifier.

## Assessment

Assessment is specifically designed to fit the purpose and objective of the qualification. It includes a range of assessment types and styles suited to vocational qualifications in the sector. There are three main forms of assessment that you need to be aware of: external, internal and synoptic.

### Externally-assessed units

Each external assessment for a BTEC National is linked to a specific unit. All of the units developed for external assessment are of 120 GLH to allow learners to demonstrate breadth and depth of achievement. Each assessment is taken under specified conditions, then marked by Pearson and a grade awarded. Learners are permitted to resit external assessments during their programme. You should refer to our website for current policy information on permitted retakes.

The styles of external assessment used for qualifications in the Children's Play, Learning and Development suite are:

- examinations – all learners take the same assessment at the same time, normally with a written outcome
- set tasks – learners take the assessment during a defined window and demonstrate understanding through completion of a vocational task.

Some external assessments include a period of preparation using set information. External assessments are available once or twice a year. For detailed information on the external assessments please see the table in *Section 2*. For further information on preparing for external assessment see *Section 5*.

## Internally-assessed units

Most units in the sector are internally assessed and subject to external standards verification. This means that you set and assess the assignments that provide the final summative assessment of each unit, using the examples and support that Pearson provides. Before you assess you will need to become an approved centre, if you are not one already. You will need to prepare to assess using the guidance in *Section 6*.

In line with the requirements and guidance for internal assessment, you select the most appropriate assessment styles according to the learning set out in the unit. This ensures that learners are assessed using a variety of styles to help them develop a broad range of transferable skills. Learners could be given opportunities to:

- demonstrate practical and technical skills using appropriate processes and routines
- complete realistic tasks to meet specific briefs or particular purposes
- write up the findings of their own research
- use case studies to explore complex or unfamiliar situations
- carry out projects for which they have choice over the direction and outcomes.

You will make grading decisions based on the requirements and supporting guidance given in the units. Learners may not make repeated submissions of assignment evidence. For further information see *Section 6*.

## Synoptic assessment

Synoptic assessment requires learners to demonstrate that they can identify and use effectively, in an integrated way, an appropriate selection of skills, techniques, concepts, theories and knowledge from across the whole sector as relevant to a key task. BTEC learning has always encouraged learners to apply their learning in realistic contexts using scenarios and realistic activities that will permit learners to draw on and apply their learning. For these qualifications we have formally identified units which contain a synoptic assessment task. Synoptic assessment must take place after the teaching and learning of other mandatory units in order for learners to be able to draw from the full range of content. The synoptic assessment gives learners an opportunity to independently select and apply learning from across their programmes in the completion of a vocational task. Synoptic tasks may be in internally or externally assessed units. The particular units that contain the synoptic tasks for this qualification are shown in the structure in *Section 2*.

## Language of assessment

Assessment of the internal and external units for these qualifications will be available in English. All learner work must be in English. A learner taking the qualifications may be assessed in British or Irish Sign Language where it is permitted for the purpose of reasonable adjustment. For information on reasonable adjustments see *Section 7*.

## Grading for units and qualifications

Achievement in the qualification requires a demonstration of depth of study in each unit, assured acquisition of a range of practical skills required for employment or progression to HE, and successful development of transferable skills. Learners achieving a qualification will have achieved across mandatory units, including external and synoptic assessment.

Units are assessed using a grading scale of Distinction (D), Merit (M), Pass (P), Near Pass (N) and Unclassified (U). The grade of Near Pass is used for externally-assessed units only. All mandatory and optional units contribute proportionately to the overall qualification grade, for example a unit of 120 GLH will contribute double that of a 60 GLH unit.

Qualifications in the suite are graded using a scale of P to D\*, **or** PP to D\*D\*, **or** PPP to D\*D\*D\*. Please see *Section 9* for more details. The relationship between qualification grading scales and unit grades will be subject to regular review as part of Pearson's standards monitoring processes on the basis of learner performance and in consultation with key users of the qualification.

## UCAS Tariff points

The BTEC Nationals attract UCAS points. Please go to the UCAS website for full details of the points allocated.

# 1 Qualification purpose

## **Pearson BTEC Level 3 National Extended Diploma in Children’s Play, Learning and Development (Early Years Educator)**

In this section you will find information on the purpose of this qualification and how its design meets that purpose through the qualification objective and structure. We publish a full ‘Statement of Purpose’ for each qualification on our website. These statements are designed to guide you and potential learners to make the most appropriate choice about the size of qualification suitable at recruitment.

### **Who is this qualification for?**

The Pearson BTEC Level 3 National Extended Diploma in Children’s Play, Learning and Development (Early Years Educator) is intended as a Tech Level, equivalent in size to three A Levels, which will confer early years educator status, qualifying learners to work directly in the sector.

This qualification helps learners to develop a common core of knowledge, understanding and skills in the sector through mandatory content, and specialist knowledge through a selection of optional units.

This qualification is for those with an interest in progressing to a career as an early years educator, for example as a nursery worker, childminder or nanny. It is also appropriate for those who wish to progress to higher education to specialise in a related field.

No prior study of the sector is needed, but learners will normally have a range of achievement at Level 2 in GCSEs or equivalent qualifications. Learners will also need to achieve GCSEs in English and Maths at grade C or above to practice as an early years educator.

It is intended as a Tech Level, and is designed to meet the Tech Bacc measure when studied alongside Level 3 mathematics and the Extended Project Qualification (EPQ).

An alternative qualification may be awarded to learners who have studied this programme and fully satisfied the suite requirements for the award of a BTEC National but not met in full the criteria for Early Years Educator status. This is the Pearson BTEC Level 3 National Extended Diploma in Children’s Play, Learning and Development which demonstrates achievement suitable for progression to a wide range of child-focused careers or to higher education in an early years or related field. Learners holding the alternative qualification (see page 1) will not be recognised as having EYE status in early years settings.

### **What does this qualification cover?**

The content of this qualification has been developed in consultation with employers and professional bodies to confirm that the content is appropriate for those interested in working in the sector.

Learners taking this qualification will study eleven mandatory units which cover the following topics:

- children’s development
- keeping children safe
- observation, assessment and planning
- play and learning
- reflective practice
- research
- supporting children’s early learning
- the Early Years Foundation Stage (EYFS)
- working with parents and others.

Optional units have been designed to support progression to relevant occupational areas and to the range of sector-related courses in higher education. They cover content areas such as:

- Working in a Montessori setting
- children’s development outdoors
- working with children with additional needs.

All learners taking this qualification will be required to engage with sector employers as part of their course. This includes 750 hours of mandatory work experience, and production of a Practical Evidence Portfolio (PEP), to record evidence of engagement in continuing professional development and reflective practice in different early year settings.

### **Will the qualification lead to employment, and if so, in which job role at which level?**

The qualification is a licence to practice in the early years sector.

Roles include:

- early years educator
- nanny
- childminder.

### **Will the qualification support progression to further learning, if so, what to?**

The Pearson BTEC National Level 3 Extended Diploma Children's Play Learning and Development (Early Years Educator) will normally be the only qualification in a two-year study programme. It is for learners who want to progress to a range of degree programmes in the early years sector.

The qualification carries UCAS points and is recognised by higher education providers as contributing to meeting admission requirements to many relevant courses, for example:

- BA (Hons) Special Education
- BSC (Hons) Speech and Language Therapy
- BA (Hons) Primary Education.

Learners should always check the entry requirements for degree programmes with specific higher education providers. After this qualification, learners can also progress directly into employment, however it is likely that many will do so via higher study.

As part of their higher study choices, learners may also choose to progress to a BTEC Higher National (HN) qualification. HNs are widely supported by higher education and industry as the principal vocational qualifications at Levels 4 and 5 and are designed to reflect the increasing need for high quality professional and technical education at Levels 4 and 5. They provide learners with a clear line of sight to employment and to a degree at Level 6 if they choose. The Pearson BTEC Level 3 National Extended Diploma in Children's Play Learning and Development meets the admission requirements for:

- Pearson BTEC Level 4 Higher National Certificate in Early Childhood Education and Care
- Pearson BTEC Level 5 Higher National Diploma in Early Childhood Education and Care.

### **How does the qualification provide employability and technical skills?**

In the BTEC National units there are opportunities during the teaching and learning phase to give learners practice in developing employability skills. Where employability skills are referred to in this specification, we are generally referring to skills in the following three main categories:

- **cognitive and problem-solving skills:** use critical thinking, approach non-routine problems applying expert and creative solutions, use systems and technology
- **intrapersonal skills:** communicating, working collaboratively, negotiating and influencing, self-presentation
- **interpersonal skills:** self-management, adaptability and resilience, self-monitoring and development.

There are also specific requirements in some units for assessment of these skills where relevant. For example, where learners are required to undertake real or simulated activities.

Many of the mandatory and specified optional units encourage learners to develop the specific practical skills that employers are looking for.

## **How does the qualification provide transferable knowledge and skills for higher education?**

All BTEC Nationals provide transferable knowledge and skills that prepare learners for progression to university or other higher study either immediately or for career progression. The transferable skills that universities value include:

- the ability to learn independently
- the ability to research actively and methodically
- being able to give presentations and being active group members.

BTEC learners can also benefit from opportunities for deep learning where they are able to make connections among units and select areas of interest for detailed study. BTEC Nationals provide a vocational context in which learners can become prepared for life-long learning through:

- reading technical texts
- effective writing
- analytical skills
- preparation for assessment methods used in degrees.

## 2 Structure

### Qualification structure

#### Pearson BTEC Level 3 National Extended Diploma in Children's Play, Learning and Development (Early Years Educator)

##### Mandatory units

There are eleven mandatory units that learners must complete, eight internal and three external. Learners must complete and achieve at Pass grade or above in all mandatory external units and a Pass or above in all mandatory internal units in group A. They must complete the mandatory unit in Group B and at least 4 optional units. They must achieve a minimum of 900 GLH at Pass or above.

##### Optional units

Learners must complete four optional units.

Pearson BTEC Level 3 National Extended Diploma in Children's Play, Learning and Development (Early Years Educator)				
Unit number	Unit title	GLH	Type	How assessed
<b>Mandatory units group A – learners complete and achieve all units</b>				
1	Children's Development	120	Mandatory	External
2	Development of Children's Communication, Literacy and Numeracy Skills	120	Mandatory	External
3	Play and Learning	60	Mandatory	Internal
5	Keeping Children Safe	60	Mandatory	Internal
6	Children's Physical Development, Care and Health Needs	60	Mandatory	Internal
7	Children's Personal, Social and Emotional Development	60	Mandatory	Internal
8	Working with Parents and Others in Early Years	60	Mandatory	Internal
9	Observation, Assessment and Planning	60	Mandatory and Synoptic	Internal
10	Reflective Practice	60	Mandatory and Synoptic	Internal
11	The Early Years Foundation Stage	60	Mandatory	Internal
<b>Mandatory unit group B – learners must complete this unit</b>				
4	Enquiries into Current Research in Early Years Practice	120	Mandatory	External
<b>Optional units – learners complete 4 units</b>				
12	Children's Development Outdoors	60	Optional	Internal
13	Healthy Eating in Early Years	60	Optional	Internal
14	Montessori Approach in Early Years	60	Optional	Internal
15	Development of English for Children with another Home Language	60	Optional	Internal
16	Working with Children who have Additional Needs	60	Optional	Internal

<b>Optional units – learners complete 4 units <i>continued</i></b>				
<b>17</b>	Services for Children and their Families	<b>60</b>	<b>Optional</b>	Internal
<b>18</b>	Working with Children Under 3 Years	<b>60</b>	<b>Optional</b>	Internal
<b>19</b>	Digital Technologies in Early Years Practice	<b>60</b>	<b>Optional</b>	Internal
<b>20</b>	Career Development in the Early Years sector	<b>60</b>	<b>Optional</b>	Internal
<b>21</b>	Children’s Imaginative Play and Creativity	<b>60</b>	<b>Optional</b>	Internal

The BTEC National Extended Diploma in Children's Play, Learning and Development is an alternative qualification that can be awarded to learners who study the above programme in full and satisfy these rules related to eligibility:

Learners must complete and achieve at Near Pass grade or above in all mandatory external units and at Pass or above in all mandatory internal units in group A. They must complete the mandatory unit in Group B and at least 4 optional units. They must achieve a minimum of 900 GLH at Near Pass or Pass or above. This qualification does not confer Early Year Educator status in early years settings.

## External assessment

This is a summary of the type and availability of external assessment, which is of units making up 33% of the total qualification GLH. See *Section 5* and the units and sample assessment materials for more information.

For assessment from 2019 onwards refer to SAMS Issue 3 and unit content in this issue which replaces the 2017 versions.

Unit	Type	Availability
<b>Unit 1: Children's Development</b>	<ul style="list-style-type: none"> <li>• Written examination set and marked by Pearson</li> <li>• 1 hour 45 minutes</li> <li>• 90 marks.</li> </ul>	<b>January and May/June</b> <b>First assessment May/June 2017</b>
<b>Unit 2: Development of Children's Communication, Literacy and Numeracy Skills</b>	<ul style="list-style-type: none"> <li>• Task set and marked by Pearson and completed under supervised conditions.</li> <li>• In part A, learners will be provided with a case study of a centre two days before a supervised assessment period in order to carry out research</li> <li>• In part B, the supervised assessment period is three hours in a period timetabled by Pearson</li> <li>• 68 marks.</li> </ul>	<b>Dec/Jan and May/June</b> <b>First assessment May/June 2017</b>
<b>Unit 4: Enquiries into Current Research in Early Years Practice</b>	<ul style="list-style-type: none"> <li>• Task set and marked by Pearson and completed under supervised conditions.</li> <li>• Learners will be provided with a research article (Part A) four weeks prior to a supervised assessment period in order to carry out research.</li> <li>• Learners should compile notes on their secondary research in monitored sessions of six hours scheduled by the centre.</li> <li>• In part B, the supervised assessment period is three hours in a morning period timetabled by Pearson.</li> <li>• 65 marks.</li> </ul>	<b>January and May/June</b> <b>For assessment from January 2019 onwards</b>

## **Synoptic assessment**

The mandatory synoptic assessment requires learners to apply learning from across the qualification to the completion of defined vocational tasks.

Within the assessment for *Unit 9: Observation, Assessment and Planning*, learners prepare and create activity plans drawing on underpinning knowledge and understanding and applying this to working practices.

Within the assessment for *Unit 10: Reflective Practice*, learners will reflect on all area of their work with children, families, colleagues and others involved in the planning and care of children in the early years setting.

Learners complete the tasks using knowledge and understanding from their studies of the sector and apply both transferable and specialist knowledge and skills.

In assessing these units assignments will require learners to select from and apply their learning from across their programme. The unit provides further information.

## **Employer involvement in assessment and delivery**

You need to ensure that learners on this qualification have a significant level of employer involvement in programme delivery or assessment. See *Section 4* for more information.

# 3 Units

## Understanding your units

The units in this specification set out our expectations of assessment in a way that helps you to prepare your learners for assessment. The units help you to undertake assessment and quality assurance effectively.

Each unit in the specification is set out in a similar way. There are two types of unit format:

- internal units
- external units.

This section explains how the units work. It is important that all teachers, assessors, internal verifiers and other staff responsible for the programme review this section.

### Internal units

Section	Explanation
<b>Unit number</b>	The number is in a sequence in the sector. Numbers may not be sequential for an individual qualification.
<b>Unit title</b>	This is the formal title that we always use and it appears on certificates.
<b>Level</b>	All units are at Level 3 on the national framework.
<b>Unit type</b>	This shows if the unit is internal or external only. See structure information in <i>Section 2</i> for full details.
<b>GLH</b>	Units may have a GLH value of 120, 90 or 60 GLH. This indicates the numbers of hours of teaching, directed activity and assessment expected. It also shows the weighting of the unit in the final qualification grade.
<b>Unit in brief</b>	A brief formal statement on the content of the unit that is helpful in understanding its role in the qualification. You can use this in summary documents, brochures etc.
<b>Unit introduction</b>	This is designed with learners in mind. It indicates why the unit is important, how learning is structured, and how learning might be applied when progressing to employment or higher education.
<b>Learning aims</b>	These help to define the scope, style and depth of learning of the unit. You can see where learners should be learning standard requirements ('understand') or where they should be actively researching ('investigate'). You can find out more about the verbs we use in learning aims in <i>Appendix 2</i> .
<b>Summary of unit</b>	This new section helps teachers to see at a glance the main content areas against the learning aims and the structure of the assessment. The content areas and structure of assessment are required. The forms of evidence given are suitable to fulfil the requirements.
<b>Content</b>	This section sets out the required teaching content of the unit. Content is compulsory except when shown as 'e.g.'. Learners should be asked to complete summative assessment only after the teaching content for the unit or learning aim(s) has been covered.

Section	Explanation
<b>Assessment criteria</b>	<p>Each learning aim has Pass and Merit criteria. Each assignment has at least one Distinction criterion.</p> <p>A full glossary of terms used is given in <i>Appendix 2</i>. All assessors need to understand our expectations of the terms used.</p> <p>Distinction criteria represent outstanding performance in the unit. Some criteria require learners to draw together learning from across the learning aims.</p>
<b>Essential information for assignments</b>	<p>This shows the maximum number of assignments that may be used for the unit to allow for effective summative assessment, and how the assessment criteria should be used to assess performance.</p>
<b>Further information for teachers and assessors</b>	<p>The section gives you information to support the implementation of assessment. It is important that this is used carefully alongside the assessment criteria.</p>
<b>Resource requirements</b>	<p>Any specific resources that you need to be able to teach and assess are listed in this section. For information on support resources see <i>Section 10</i>.</p>
<b>Essential information for assessment decisions</b>	<p>This information gives guidance for each learning aim or assignment of the expectations for Pass, Merit and Distinction standard. This section contains examples and essential clarification.</p>
<b>Links to other units</b>	<p>This section shows you the main relationship among units. This section can help you to structure your programme and make best use of materials and resources.</p>
<b>Employer involvement</b>	<p>This section gives you information on the units that can be used to give learners involvement with employers. It will help you to identify the kind of involvement that is likely to be successful.</p>

## External units

Section	Explanation
<b>Unit number</b>	The number is in a sequence in the sector. Numbers may not be sequential for an individual qualification.
<b>Unit title</b>	This is the formal title that we always use and it appears on certificates.
<b>Level</b>	All units are at Level 3 on the national framework.
<b>Unit type</b>	This shows if the unit is internal or external only. See structure information in <i>Section 2</i> for full details.
<b>GLH</b>	Units may have a GLH value of 120, 90 or 60 GLH. This indicates the numbers of hours of teaching, directed activity and assessment expected. It also shows the weighting of the unit in the final qualification grade.
<b>Unit in brief</b>	A brief formal statement on the content of the unit.
<b>Unit introduction</b>	This is designed with learners in mind. It indicates why the unit is important, how learning is structured, and how learning might be applied when progressing to employment or higher education.
<b>Summary of assessment</b>	This sets out the type of external assessment used and the way in which it is used to assess achievement.
<b>Assessment outcomes</b>	These show the hierarchy of knowledge, understanding, skills and behaviours that are assessed. Includes information on how this hierarchy relates to command terms in sample assessment materials (SAMs).
<b>Essential content</b>	For external units all the content is obligatory, the depth of content is indicated in the assessment outcomes and sample assessment materials (SAMs). The content will be sampled through the external assessment over time, using the variety of questions or tasks shown.
<b>Grade descriptors</b>	We use grading descriptors when making judgements on grade boundaries. You can use them to understand what we expect to see from learners at particular grades.
<b>Key terms typically used in assessment</b>	These definitions will help you analyse requirements and prepare learners for assessment.
<b>Resources</b>	Any specific resources that you need to be able to teach and assess are listed in this section. For information on support resources see <i>Section 10</i> .
<b>Links to other units</b>	This section shows the main relationship among units. This section can help you to structure your programme and make best use of materials and resources.
<b>Employer involvement</b>	This section gives you information on the units that can be used to give learners involvement with employers. It will help you to identify the kind of involvement that is likely to be successful.



## Index of units

This section contains all the units developed for this qualification. Please refer to *page 4* to check which units are available in all qualifications in the early years sector.

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# Unit 1: Children's Development

Level: **3**

Unit type: **External**

Guided learning hours: **120**

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## Unit in brief

Learners will gain an understanding of children's developmental progress from birth up to seven years 11 months.

## Unit introduction

Learning about child development is vital for working with children in an early years setting. It gives you a background of the key theories that will govern all aspects of your working practice and everything you do as an early years educator.

In this unit, you will learn about theories and models of development that explain how and why children develop and how this relates to the Early Years Foundation Stage (EYFS). You will develop an understanding of a range of factors that may influence children's development, and consider the short- and long-term effects on their development.

The knowledge you will gain in this unit will prepare you for a variety of careers as a childminder, family support worker or early years educator in the private, voluntary or state sector and/or allow progression to higher education studies in early years education or management.

## Summary of assessment

This unit is assessed through an examination set and marked by Pearson. The assessment must be taken under supervised conditions.

All questions will assess learners' understanding of how the principles, theories and models of development apply to individual children.

The assessment will consist of scenario-based questions which assess the ability to apply theory to practical, real-life situations and long answer questions that will assess the ability to analyse and interpret theories, how they relate to other domains of development and their impact on early years practice.

The external assessment will be 1 hour and 45 minutes.

The number of marks for this examination is 90.

The assessment availability is in January and May/June each year. The first assessment availability is June 2017.

Sample assessment materials will be available to help centres prepare learners for assessment.

## Assessment outcomes

**AO1** Demonstrate knowledge of the principles and patterns, theories and models that inform children's growth and development from birth to seven years 11 months

Command words: describe, give, identify, list, which

Marks: ranges from 1 to 3 marks

**AO2** Demonstrate understanding of the principles and patterns, theories and models that inform children's growth and development from birth to seven years 11 months

Command words: describe, discuss, give

Marks: ranges from 1 to 4 marks

**AO3** Apply knowledge and understanding of children's growth and development to real life scenarios from birth to seven years 11 months

Command words: assess, discuss, explain

Marks: ranges from 2 to 5 marks

**AO4** Analyse and evaluate information related to children's holistic growth and development in context, through demonstrating ability to interpret theory and predict the potential impact on early years practice

Command words: analyse, assess, evaluate

Marks: ranges from 6 to 8 marks

## Essential content

The essential content is set out under content areas. Learners must cover all specified content before the assessment.

### **A The principles of growth and development and how they are applied from birth up to seven years 11 months**

#### **A1 Principles and patterns of growth and development**

- Principles of growth and development:
  - the rate of growth is variable, different parts of the body grow at different rates
  - development occurs in an orderly sequence, physical development begins with the control of head movement and continues down the body and with uncontrolled large movements before becoming precise and refined, areas of development are interrelated, the development rate varies between children, development is affected by a range of different factors.
- Definitions of growth and development:
  - growth refers to an increase in physical size, beginning with muscular control and development of co-ordination and balance
  - development refers to the possession of skills proceeding through a set order, becoming more sophisticated.

#### **A2 Areas of development**

- Physical development (motor development) being the process by which children acquire movement, patterns and skills through gross/large movements of limbs, developing locomotion, balance and co-ordination, fine/manipulative movement of fingers, developing hand-eye co-ordination.
- Cognitive, the process of growth and change in intellectual abilities, includes the construction of thought processes, thinking, reasoning, problem solving and understanding.
- Language is the development process of how children understand and communicate through verbal/non-verbal forms of communication; literacy, reading and writing.
- Literacy is the development of children's reading, writing, speaking and listening skills.
- Emotional development is the process by which children develop awareness and control of their feelings about themselves and others, self-esteem, self-concept and confidence.
- Social development involves a process of developing knowledge, values and skills to enable children to relate to others through formation of attachments and relationships with adults and friendships with peers.

#### **A3 Patterns of development**

- In the first few months of life, children's growth is monitored by measuring height, weight and head circumference.
- Physical development begins with basic reflexes, control of head movement, continuing down the body.
- Neurological and brain development, including growth and development of neural pathways, brain size, the importance of early experiences in first four years of life.
- Definitions and impact of atypical development, delayed global development, gifted and talented.
- Influence of heredity and genes on children's personality, physical and cognitive development.

## **B Physical development from birth up to seven years 11 months**

### **B1 Physical development**

- Normative age/stage developmental patterns of children's gross/fine motor skills from birth to seven years 11 months and the impact on children's overall growth.
- Factors affecting healthy growth and development using Maslow's hierarchy of needs, providing/depriving love and affection, diet, nutrition, rest and exercise, security, protection, stimulation, interaction, independence, friendship and personal potential.
- Biological and environmental factors, including nature/nurture, medical factors, pre-existing conditions, pre-natal/premature birth, illness, accidents and injuries, lifestyle choices, societal and family systems, genetic disorders.
- Societal systems such as poverty and exclusion, can impact on a child's physical development including nutritional needs and access to health care.

### **B2 Promoting children's physical development**

- Provide opportunities for children to learn about their bodies and manage their own self-care and hygiene needs.
- Promote physical development through exercise, inside and outside play and activities such as dance and movement.
- How children explore and experiment through using different materials, tools and techniques age/stage in an appropriate way.
- How adults can support children's creativity and imagination through physical activity, role play, arts and craft.
- How adults can support baby and toddlers' physical development

## **C Cognition, language and communication development**

### **C1 Theoretical approaches**

- Normative age/stage patterns of development from birth to seven years 11 months, to include cognitive, language and communication areas and the impact on children's overall growth and development.
- Vygotsky's Zone of Actual/Proximal Development (ZAD/ZPD) in engaging and extending children's learning
- How children learn to listen and engage in sustained shared thinking/problem solving/collaborative learning/apprenticeship learning; guided participation/scaffolding with adults and peers
- How theories explain thought, language, verbal and non-verbal communication.
- How Piaget's theories of schematic development, assimilation, accommodation, equilibrium and disequilibrium explains children's thought processes and problem-solving skills.
- Piaget's universal stages of cognitive development, sensorimotor, preoperational, concrete operational and formal operational.
- Concepts of information processing and memory, the role of attention, how children recall and respond to information, making connections between past and present experiences, how this applies to cognitive growth.
- Chomsky's Language Acquisition Device (LAD) and the concept of critical period, that proposes children's language acquisition as an innate cognitive mechanism.
- Bruner's three modes of cognitive representation (enactive, iconic, symbolic).
- Skinner's theory of reinforcement/repetition that proposes children's language acquisition is a socially learned behaviour.

### **C2 Applying theories to early years practice.**

- How cognitive theories help to explain children's literacy skills in reading and writing, understanding simple sentences, use of phonics to decode regular words.
- The impact on children's ability to learn if atypical development is not recognised promptly.
- How cognitive theories help to explain children's drawing and writing skills.
- How forms of verbal and non-verbal communication, including Makaton, sign language, visual timetables and gestures encourage children to interact with others.

- How cognitive theories explain children's numeracy skills in basic mathematical concepts, including learning number, placing numbers in order, simple mathematical language.
- How cognitive theories explain children's problem-solving skills through understanding logic, rules and patterns.
- How theory helps to promote children's development of language of mathematical concepts, the understanding of conservation, size, weight, capacity, position, distance, time, comparison of quantities and objects used to solve problems.
- How theory helps understanding of children's ability to select and use information to construct hypotheses and make decisions.
- How children observe, investigate and explore objects, materials, properties and learn about change, patterns, similarities, differences.
- How children use language to question how and why things work.
- How children observe and explore their environments.
- How understanding becomes more sophisticated, guiding thoughts and actions and developing new knowledge.
- How children use communication to record/report findings and new knowledge.

## **D Theories of social and emotional development**

### **D1 The self, others and place in the world**

- Normative age/stage patterns of development from birth to seven years 11 months, to include social and emotional areas and the impact on children's overall growth and development.
- How children develop a sense of morality, self-concept, self-esteem and self-identity.
- How a sense of self influences children's confidence, self-image, understanding of the feelings and emotions of others.
- Behaviourist theories of social development, including Skinner's theory of operant conditioning, Bandura's social learning/cognitive theory, concept of modelling, behavioural actions, self-efficacy, empowerment.
- Bowlby's theory of development of attachments, internal working models (IWMs).
- Ainsworth's attachment styles/types and linked behaviours, including secure, insecure anxious/avoidant, insecure ambivalent/resistant, disorganised/disoriented ('The Strange Situation').
- Bronfenbrenner's bioecological systems theory of social development and the role of family and society systems in understanding the influence of the environment on children's growth and development.

### **D2 Applying theories of social and emotional development to early years practice**

- How theories explain the way children develop and maintain friendships and relationships with others.
- How theories explain the way children develop understanding of self and others, self-identity, own place in the world.
- How family systems influence children's social and emotional development, including social class, work, educational backgrounds, parental attachment behaviours, networks, communities, social cohesion.
- How children form attachments, develop relationships and friendships with others providing activities and resources that promote age/stage appropriate play.
- How adults can support and promote positive relationships through role modelling, conflict negotiation, problem solving, understanding rules and boundaries, promoting collaboration/cooperation.
- Effects of transitions, including school/home, family, family dynamics on children's ability to develop and maintain positive social and emotional development.
- How adults can support children in expressing and understanding feelings of others, including sympathy and empathy.

## Grade descriptors

To achieve a grade a learner is expected to demonstrate these attributes across the essential content of the unit. The principle of best fit will apply in awarding grades.

### **Level 3 Pass**

Learners are able to recall and apply knowledge in familiar and unfamiliar situations. They are able to use relevant material from identified sources. They show a sound understanding of theory through appropriate use of concepts. They show some awareness of different perspectives/ approaches relating to child development. Their judgements are presented and explained. Solutions for specific problems are selected and explained. Their knowledge and understanding are communicated using appropriate language for the audience(s).

### **Level 3 Distinction**

Learners will be able to independently synthesise knowledge of the subject, bringing together their understanding of concepts and strategies, and applying it to sometimes unfamiliar situations or problems. They integrate material from a variety of independently identified sources. Learners show a thorough and deep understanding of the subject, with a justification of arguments and analysis in different situations. They show and apply significant awareness of different perspectives and approaches relating to child development. Learners are able to make reasoned and confident judgements and recommendations based on independent analysis and interpretation of knowledge.

## Key terms typically used in assessment

The following table shows the key terms that will be used consistently by Pearson in our assessments to ensure students are rewarded for demonstrating the necessary skills.

Please note: the list below will not necessarily be used in every paper/session and is provided for guidance only.

Command or term	Definition
Analyse	Learners present the outcome of methodical and detailed examination either by breaking down: <ul style="list-style-type: none"> <li>• a theme, topic or situation in order to interpret and study the relationships between the parts, and/or</li> <li>• information or data to interpret and study key trends and interrelationships.</li> </ul>
Assess	Learners present a careful consideration of varied factors or events that apply to a specific situation or to identify those that are the most important or relevant and arrive at a conclusion.
Describe	Learners give a clear, objective account in their own words showing recall, and in some cases application, of the relevant features and information about a subject.
Discuss	Learners consider different aspects of a topic, how they interrelate and the extent to which they are important.
Evaluate	Learners draw on varied information, themes or concepts to consider aspects, such as strengths or weaknesses, advantages or disadvantages, alternative actions, and relevance or significance.
Explain	Learners show they understand the origins, functions and objectives of a subject and its suitability for purpose. They give reasons to support an opinion, view or argument, with clear details.
Give	Learners can provide: <ul style="list-style-type: none"> <li>• examples</li> <li>• justifications.</li> </ul>
Identify	Learners indicate the main features or purpose of something by recognising it and/or being able to discern and understand facts or qualities.
List	Learners provide information as an item by item record of names of things.
Which	Learners specify one or more items from a definite set.

## Links to other units

This unit links to:

- Unit 6: Children's Physical Development, Care and Health Needs
- Unit 7: Children's Personal, Social and Emotional Development.

## Employer involvement

Centres may involve employers in the delivery of this unit, if there are local opportunities. There is no specific guidance related to this unit.

## Unit 2: Development of Children's Communication, Literacy and Numeracy Skills

Level: **3**

Unit type: **External**

Guided learning hours: **120**

---

### Unit in brief

Learners will gain an understanding of how children develop literacy, language, numeracy and communication skills and how to promote and support this development.

### Unit introduction

Children's development of speech, communication, language, literacy and numeracy skills is an essential part of early childhood development, beginning from birth and continuing at home and in the early years setting. Early years practitioners have an essential role to play in supporting and developing all these skills, by promoting them through developmentally appropriate interactions.

In this unit, you will learn the sequence of children's speech, communication, language, literacy and numeracy skills development. You will plan stage appropriate activities that encourage children's development and understanding by stimulating their enthusiasm, and using exciting and interesting ways to enable them to find out more.

This unit will prepare you for a variety of careers as an early years educator in the private, voluntary or state sector, or help you to progress to higher education studies in early years education or management.

### Summary of assessment

This mandatory unit will be assessed through a task set and marked by Pearson and taken under supervised conditions. The task is worth 68 marks.

Pearson will provide a task booklet for learners that will include a case study of a fictional early years setting.

Learners will have three activities to complete based on this case study.

Learners should be given 3 hours over a period of two days for planning and preparation before writing up of the task book.

Learners will have three hours' supervised time to complete the write up of the task book. Pearson will provide them with a task book.

The assessment availability is in December/January and May/June each year. The first assessment availability is June 2017.

Sample assessment materials will be available to help centres prepare learners for assessment.

## Assessment outcomes

**AO1** Demonstrate knowledge and understanding of the concepts, activities, processes and theories that support the development of communication, language, literacy and numeracy

**AO2** Apply knowledge and understanding of the concepts, key activities, processes and theories that promote development of communication, language, literacy and numeracy

**AO3** Analyse and evaluate information about children and early years, demonstrating the ability to interpret the potential impact and influence of activities and approaches on communication, language, literacy and numeracy development

**AO4** Be able to recommend activities and approaches to support development of communication, language, literacy and numeracy in context with appropriate justification, using theory to support arguments

## Essential content

The essential content is set out under content areas. Learners must cover all specified content before the assessment.

### **A Stages of speech, communication and language development and its link to overall domains of development**

#### **A1 The role of speech, communication and language in children's development**

- How verbal and non-verbal communication is used to support children, to include eye contact, gesture, body language, active listening.
- How children acquire the capacity to understand language through the stages of acquisition, to include pre-linguistic and linguistic phases.
- How higher order language skills are developed through components of speech, to include phonology, syntax and semantics, expressive and receptive.
- How speech, communication and language link to emotional and social development, to include:
  - the importance of not overcorrecting children and use of positive reinforcement
  - the impact of Skinner's theory of operant conditioning and language development.
- How speech, communication and language link to children's cognitive development, to include:
  - information processing
  - making the link between spoken sounds and the written symbols
  - understanding the meaning of words.
- The impact of theories on developing children's speech, communication and language development, to include:
  - Bruner's theory of development, to include three modes of representation
  - Chomsky's concept of the Language Acquisition Device (LAD)
  - Vygotsky's constructivist learning theory, e.g the importance of social interactions
  - Roger Brown's five stages of language development and mean length of utterance (MLU)
  - Piaget's stages of learning and the importance of observing children's language development.
- Factors that may affect speech, communication and language development, to include background noise, television and radio, conductive hearing loss, learning difficulties, the quality of adult interaction.
- The importance of observation and assessment of speech, communication and language to address the early detection of problems and make suitable recommendations and referrals.

#### **A2 Developing children's speech, communication and language**

- How children's language develops in a sequence, to include babbling, single words, two words, multi-sentence words.
- How adults can support early verbal interactions with babies, to include drawing babies' attention, facial expression, gesture and eye contact.
- The importance of appropriate adult support, to include:
  - giving children time to respond
  - acknowledging children's attempts to communicate
  - reflecting back the correct word/pronunciation
  - sensitively expanding children's statements.
- How to use the concept of parentese in child directed speech.
- How adults can create a language promoting environment, to include small spaces, low-level background noise, activities and objects that excite children's interest, keeping group size to a minimum.

- How to promote speech, language and communication development, to include:
  - drawing on children's attention to detail
  - accurate naming
  - active listening
  - helping children to sequence
  - making sure that children have new and interesting things to talk about.

## **B Supporting children's literacy and numeracy skills through speech, communication and language development**

### **B1 Development of literacy skills**

- How children develop reading skills, to include:
  - reading page from left to right and top to bottom
  - handling books and written materials
  - interactive computer programs.
- How adults support children's skills in reading and writing, to include links between spoken sounds, letters and written symbols, recognising simple words, understanding simple sentence structures.
- How adults build a language-rich environment to support children, to include labelled displays and word banks at children's eye level, labelling activities, dedicated areas for reading and writing activities.
- Ways in which phonemic awareness in learning to read can be used to include:
  - recognition of individual speech sounds
  - ability to segment words into component sounds (phonemes)
  - association of written symbols (graphemes) with sounds.

### **B2 Development of numeracy and mathematical skills**

- How children learn and develop through early mathematical experiences, to include understanding of numbers, measurement, shape and space, pattern recognition.
- How to support children's early mathematical skills, to include matching, pattern making, counting, sorting, ordering, recording, sharing.
- Understand strategies for developing early mathematical skills, to include:
  - counting from 1 to 20
  - placing an order
  - adding and subtracting single-digit numbers
  - shape and size of 3D (solids) and 2D (flat) shapes.
- Understand mathematical language, to include more, less, greater, smaller, larger, heavier, lighter, in front of, inside.

### **B3 Supporting literacy development**

- How the adult's role can support early reading development, to include:
  - using stories and rhyme recognition
  - linking pictures and words to actions that carry meaning.
- Use of activities to support development of literacy skills, to include music, storytelling, role play, story sacks, puppets, recorded stories, circle time, small world, imaginative play.
- Understand theoretical approaches to helping children learn to read, to include when to begin, synthetic and analytical phonics, 'look and say', whole language/apprenticeship, phonics, role model reading books and writing.

- Understand the usual sequence by which children learn to read, to include:
  - recognition of link between the verbal and visual word
  - recognising own name
  - using pictures as cues
  - book conventions
  - phonetic awareness
  - re-telling stories
  - building a visual vocabulary.
- How to choose appropriate books for children, to include:
  - different ages and reading levels
  - children's interests and preferences
  - picture books and stories
  - fiction and non-fiction books.
- How adults create stimulating experiences and activities to encourage children's reading skills, to include matching activities, sound snap, group story time, using pictures as cues, decoding words, recognising common and irregular words.
- How stories and rhymes support children's speech production, to include auditory discrimination, repetition and rhythm.
- The importance of adults sharing books to support children's literacy and language development.
- Understand systematic synthetic phonics in the teaching of reading
- Understand how to plan and organise literacy provision which is related to age and stage of development to include practical activities.
- Understand the role of observation in the promotion of literacy development.

#### **B4 Supporting writing development**

- How to support children in making connections through early mark-making and writing development, to include:
  - understanding that words convey meaning
  - making marks as symbolic representations of thoughts/experiences
  - using paint, sand, large markers and crayons, in either hand and in any direction
  - correct formation of letters and numbers
  - giving children reasons to write for purpose.
- Understand how activities support the links between learning to write and learning to read, to include sand play, role play, painting, story sacks, print making, patterns, storytelling, poetry, music, drama, cutting and sticking.
- Understand the development of handwriting, to include pencil grip, fine motor movements, hand-eye co-ordination.
- Understand the sequence by which children learn to write, to include mark-making, emergence of letters, ascribing meaning to marks, applying grapheme/phoneme knowledge.
- Supporting writing development for children who are left handed, to include comfortable grip, providing resources.
- Working with parents and carers to encourage enjoyment of literacy, to include ways in which parents and/or carers can support children
- Understand how to plan and organise writing activities which are related to age and stage of development
- Understand the role of observation in the promotion of writing development.

#### **B5 Supporting numeracy development**

- How adults support children's early experiences of numeracy by providing commentary, questioning, repetition, praise.
- Understand how to plan and organise numeracy provision, to include practical activities, encouraging use of mathematical language, problem solving, prediction.

- The process of supporting children to link concepts to experience, to include:
  - pointing out numbers on till receipts
  - number plates
  - selecting coins
  - making purchases
  - counting aloud.
- The importance of using everyday activities to promote numeracy development, to include counting rhymes, playing simple board games, cooking, matching socks, setting the table, making patterns, recognising numbers and patterns in the environment.
- How adults assess a child's understanding of numeracy, to include asking questions, modelling, observing children's reactions through observation.
- Supporting and reinforcing use of mathematical language by providing commentary or talking through an activity.
- Using interactive computer programs to encourage and reinforce mathematical concepts.
- The importance of working with parents and carers to encourage enjoyment of mathematics, including providing information about ways parents and/or carers can support children.

## **C Approaches to the varied needs of individual children**

### **C1 Supporting the concept of multilingualism**

- Understand how to support children who are multilingual, to include self-concept, information processing.
- The importance of understanding the context in which languages are being learned, to include children who are learning a home language(s) alongside learning English in the setting.
- Understand the impact on a child of being introduced to the English language with an established home language, to include the impact on the child's emotional and cognitive development.
- The importance of appointing a key person in helping a child acquire the English language.
- How to work closely with parents and carers to support the development of language, to include valuing the child's home language, ensuring consistency in the way that languages are used.

### **C2 Understand how adults support children who have additional language needs**

- Recognising resources to support children with hearing loss, language delay or additional language needs, to include:
  - visual cues and props in the setting
  - provision of quality interaction to support language and communication development.
- Understand the range of professionals in supporting children's speech, communication and language and the impact of following advice and programmes, to include:
  - physiotherapist
  - speech and language therapist
  - educational psychologist
  - hearing support services
  - portage worker.
- The importance of working closely with parents and carers to support the development of language.
- Recognising activities that promote language development, to include:
  - imaginative play
  - puppets
  - story sacks.

## Grade descriptors

To achieve a grade, learners are expected to demonstrate these attributes across the essential content of the unit. The principle of best fit will apply in awarding grades.

### Level 3 Pass

Learners are able to understand the stages of communication, language, literacy and numeracy development in context. Learners will reference theoretical principles and relevant research to given situations related to the needs of a child or children in a setting. They will understand the need to work in partnership with parents, carers and childcare professionals in context. Learners will suggest feasible activities and approaches to identified problems relating to a child or children in an early years setting.

### Level 3 Distinction

Learners demonstrate a thorough understanding of the stages of communication, language, literacy and numeracy development in context. Learners apply theoretical principles and relevant research to given situations related to the needs of a child or children in a setting. Parents, carers and childcare professionals will be integral to solutions to support communication, language, literacy and numeracy development in context. They will evaluate the needs of a child or children in an early years setting, and be able to justify the activities and approaches proposed in response to identified problems.

## Key terms typically used in assessment

The following table shows the key terms that will be used consistently by Pearson in our assessments to ensure students are rewarded for demonstrating the necessary skills.

Please note: the list below will not necessarily be used in every paper/session and is provided for guidance only.

Command or term	Definition
Activity	A planned play and learning experience to develop a child's skills and abilities.
Activity plan	A structured breakdown of an experience to develop a child's skills and abilities.
Early years theory	Ideas that underpin early years teaching practices.
Resources	Pieces of equipment needed to support children's activities.

## Links to other units

This unit links to:

- Unit 3: Play and Learning
- Unit 7: Children's Personal, Social and Emotional Development.

## Employer involvement

Centres may involve employers in the delivery of this unit, if there are local opportunities. There is no specific guidance related to this unit.

## Unit 3: Play and Learning

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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### Unit in brief

Learners study the benefits of play, the influence of theories and approaches to play, and how to provide and support purposeful play and learning activities for children.

### Unit introduction

Do you remember playing when you were little? It is something that most children do. Whether it is splashing around in water or pretending to be a superhero, play seems to be an integral part of most people's childhoods. Play is an important way in which children learn and that is why there is a specific unit on play and purposeful learning activities in this qualification.

In this unit, you will learn about the types of play and the opportunities that should be made available to children at different ages and stages of development. You will consider why play is so important and how it supports children's learning and development. There are a number of important theoretical perspectives, philosophies and curriculum approaches to play that have been developed over many years. You will investigate these approaches and consider how they continue to influence practice in early years settings. You will explore the skills that are essential for early years professionals and show that you can apply your own skills to support purposeful play and learning experiences. To complete the assessment task within this unit, you will need to draw on your learning from across your programme.

This unit will prepare you for a variety of careers as an early years educator in the private, voluntary or state sector, or allow progression to higher education studies in early years education or management.

### Learning aims

In this unit you will:

- A** Examine types of play and learning activities and the benefits for children's learning and development
- B** Investigate theoretical perspectives to learning and development, curriculum approaches to play and their influence on current early years practice
- C** Demonstrate skills required by early years professionals to support children's purposeful play and learning opportunities.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Examine types of play and learning activities and the benefits for children's learning and development	<b>A1</b> Play types and opportunities <b>A2</b> The benefits of play for children	A report that considers the benefits of different types of play, the theoretical perspectives to learning and development, and curriculum approaches to play and how they have impacted on early years provision.
<b>B</b> Investigate theoretical perspectives to learning and development, curriculum approaches to play and their influence on current early years practice	<b>B1</b> Theoretical perspectives to learning and development <b>B2</b> Curriculum approaches to play <b>B3</b> Influences on current early years practice	
<b>C</b> Demonstrate skills required by early years professionals to support children's purposeful play and learning opportunities	<b>C1</b> Professional skills for supporting purposeful play and learning <b>C2</b> Support children's purposeful play and learning activities	A reflective account of personal skills in supporting children's play and learning activities and examples of how they have been used in own practice in an early years setting.

## Content

### Learning aim A: Examine types of play and learning activities and the benefits for children's learning and development

#### A1 Play types and opportunities

- Types of play, to include:
  - physical
  - imaginative, e.g. role play, small-world play, superhero play
  - sensory
  - creative art and design
  - construction.
- Social stages of play, to include Mildred Parten's classifications.
- Definitions of play, to include free-flow play, structured play.
- Play and learning opportunities for babies and children from birth up to two years, to include:
  - treasure-basket play
  - heuristic play
  - adult-initiated games, e.g. peek-a-boo and roll a ball.
- Play and learning opportunities for children from two up to seven years 11 months, to include:
  - role play
  - small-world play
  - painting
  - mark-making
  - puzzles and games
  - natural and malleable materials, e.g. water, sand, play dough.
- The importance of suitable resources, to include:
  - types of play indoors and outdoors
  - different ages/stages of development
  - safe play and resources.

#### A2 The benefits of play for children

- The importance of different types of play to children's holistic development, to include:
  - physical development, e.g. co-ordination, stamina, fine and gross movements
  - opportunities for sustained shared thinking alongside adults
  - cognitive development, e.g. problem solving, creativity, sustained and shared thinking
  - communication and language development
  - social development, e.g. building relationships, social skills
  - emotional development, e.g. self-awareness, confidence, independence.
- The importance of play for making sense of the world.
- How play enables children freedom to make mistakes.
- How play helps children to cope with transition and significant events.
- How play supports children's early mathematical concepts of volume and shape.

## **Learning aim B: Investigate theoretical perspectives to learning and development, curriculum approaches to play and their influence on current early years practice**

### **B1 Theoretical perspectives to learning and development**

Theoretical perspectives of:

- Piaget
- Vygotsky
- Bruner
- Athey
- Froebel.

### **B2 Curriculum approaches to play**

Approaches, to include:

- Reggio Emilia
- HighScope
- Forest Schools
- The New Zealand Te Whāriki
- Montessori.

### **B3 Influences on current early years practice**

- How theoretical perspectives to learning and development and approaches to play have influenced early years practice.
- How views of play can affect the early years professional's role.
- How theoretical perspectives and curriculum approaches to play influence the provision of:
  - child-initiated play
  - hands on/exploratory play
  - outdoor play
  - the use of natural materials
  - sensory play.
- How approaches to play and learning have influenced practice in observing and planning play appropriate to age/stage of development.
- How theoretical perspectives have led to approaches that place the child at the centre of learning.
- How children are viewed as competent learners.

## **Learning aim C: Demonstrate skills required by early years professionals to support children's purposeful play and learning opportunities**

### **C1 Professional skills for supporting purposeful play and learning**

- Skills that early years professionals need, to include:
  - building on children's play interests
  - modelling new skills
  - sensitive interactions
  - engaging children and encouraging participation
  - playfulness.
- How to recognise children's individual needs.
- How to scaffold children's learning and development.
- How to use play and learning activities to meet the requirements of the early years curriculum framework.
- How to balance adult-led and child-initiated activities.

- The skills for adult-directed play, to include observing and assessing children's stage of development and interests.
- The skills for supporting child-directed play, to include how to engage with children and extend their play.

## **C2 Support children's purposeful play and learning activities**

- How to organise a play environment indoors and outdoors.
- How to recognise and build on children's interests.
- How to select resources appropriate:
  - for play type
  - to age and stage of children's development.
- How to support purposeful play, to include:
  - the building of supportive relationships
  - extending children's physical communication and social skills
  - encouraging higher-level thinking skills
  - being a play partner.
- How to support children's group learning and socialisation.
- The importance of recognising the learning potential of spontaneous or unplanned events.
- How to respond to children's individual needs, to include adapting activities.
- How to balance safety and purposeful and challenging play.
- Strategies to extend children's learning, to include sustained shared thinking.
- How to support children to develop positive attitudes through play, to include valuing and respecting others.
- The importance of promoting diversity, equality and inclusion.

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Examine types of play and learning activities and the benefits for children's learning and development</b>		<b>AB.D1</b> Evaluate the extent to which play and learning provision in a selected early years setting have been influenced by theoretical perspectives and curriculum approaches and the benefits for children's learning and development.
<b>A.P1</b> Explain play types for children at different ages and stages of development.  <b>A.P2</b> Explain how play and learning activities support the physical, cognitive, language, social and emotional development of young children.	<b>A.M1</b> Assess the benefits of different types of play and learning activities for children's learning and development.	
<b>Learning aim B: Investigate theoretical perspectives to learning and development, curriculum approaches to play and their influence on current early years practice</b>		
<b>B.P3</b> Explain theoretical perspectives to learning and development.  <b>B.P4</b> Compare two curriculum approaches to play and learning and their influence on a selected early years setting.	<b>B.M2</b> Assess the extent to which play and learning provision in a selected early years setting have been influenced by theoretical perspectives and curriculum approaches.	
<b>Learning aim C: Demonstrate skills required by early years professionals to support children's purposeful play and learning opportunities</b>		<b>C.D2</b> Evaluate the impact of purposeful play and learning activities for children's learning and development.  <b>C.D3</b> Evaluate own skills and their application to supporting purposeful play and learning activities.
<b>C.P5</b> Explain skills that are required by early years professionals to support purposeful play and learning activities.  <b>C.P6</b> Support children in adult-initiated and child-initiated purposeful play and learning activities in an early years setting.	<b>C.M3</b> Justify strategies used to support children engaged in purposeful play and learning activities.	

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, A.P2, B.P3, B.P4, A.M1, B.M2, AB.D1)

Learning aim: C (C.P5, C.P6, C.M3, C.D2, C.D3)

## Further information for teachers and assessors

### Resource requirements

For this unit, learners must have access to a work placement in an early years setting.

### Essential information for assessment decisions

#### Learning aims A and B

**For distinction standard,** learners must draw on their research from learning aims A and B. Learners must use detailed analysis of the organisation of play and learning in a familiar early years setting, to include play types, organisation and environment, materials and resources and the role of the professional. They must use coherent arguments to show the interrelationship between the provision of play and learning activities, two theoretical perspectives and two curriculum approaches to play. Learners must draw reasoned and justified conclusions on the extent of their influence in an early years setting and how, and why, this has benefits for children's learning and development.

**For merit standard,** learners must carefully consider all the factors relating to the provision of play and learning activities and reach a reasoned judgement about ways in which each one promotes children's learning and development. Learners must make clear links between the examples given and the specific aspect of learning and development that is promoted.

Learners must show an in-depth understanding of two theoretical perspectives and two curriculum approaches to play. They must come to a reasoned conclusion on their influence on play provision in a selected early years setting (ideally learners' own work placement setting). Learners must use examples from their work experience, referring to the organisation of play, the environment, professional roles and resources.

**For pass standard,** learners must recall different play types and give examples from their own work experience and/or research. Learners must make links between play types and their suitability for children of different ages and stages of development from birth up to seven years 11 months.

Learners must give a clear explanation of ways that play can promote children's holistic learning and development, referring to both different and more usual play types. Learners must make relevant links, giving reasons for how each example supports areas of development.

Learners must select two theoretical perspectives. They must consider theories in terms of how they have developed in relation to views of childhood and ways that children learn and develop.

Learners must select two curriculum approaches to play and learning listed in the content of the unit. They must explore aspects of each approach, to include the theories and philosophies that have influenced each, the organisation of the curriculum, resources used and the role of the professional, discussing similarities and differences. Learners must refer to advantages and disadvantages of each approach and their influence on the provision of play and learning in their own workplace or a familiar early years setting.

#### Learning aim C

**For distinction standard,** learners must show synthesis of knowledge and understanding across learning aims, articulating their arguments clearly and professionally to reach a reasoned and valid conclusion about how, and the extent to which, play and learning activities may impact on each area of a child's learning and each aspect of their development.

Learners must show that they have used innovative strategies that engage children and meet their individual needs. They must show imagination and creativity to support and extend children's learning through examples of adult-initiated and child-initiated play. They must explore their strengths and any limitations to their skills in relation to how they support play, making justified, realistic recommendations for improvement. Evidence must be supported by a witness testimony.

**For merit standard**, learners must show confidence in their selection of strategies for supporting children in each of their implemented play activities, giving justified reasons. They must arrive at a reasoned conclusion about the strengths of each strategy used, how they may have modified them and also providing detail on how their strategies have helped to promote children's involvement and enjoyment during play.

**For pass standard**, learners must recall the different skills required for supporting adult-initiated and child-initiated play and with children at different ages and stages. They must make links between the skills identified and their importance and relevance to supporting children's play.

Learners must give an account of ways that they have applied skills to plan and support two adult-initiated and two child-initiated play and learning activities in their own setting with two age groups from: birth up to two years, two years up to four years 11 months, or five years up to seven years 11 months. They must produce coherent plans with an appropriate format for use in the early years settings. Learners must explain what went well, giving reasons why, and making suggestions of what they might have done differently. Evidence must be supported by a witness testimony.

Learners required to complete the Practical Evidence Portfolio (PEP) to achieve this qualification should cross-reference evidence between pass criterion C.P6 and Form CPLD 2 in the PEP.

### Links to other units

The assessment for this unit should draw on knowledge, understanding and skills developed from:

- Unit 1: Children's Development
- Unit 2: Development of Children's Communication, Literacy and Numeracy Skills
- Unit 5: Keeping Children Safe
- Unit 6: Children's Physical Development, Care and Health Needs
- Unit 8: Working with Parents and Others in Early Years
- Unit 11: The Early Years Foundation Stage.

This unit would relate to the teaching of:

- Unit 14: Montessori Approach in Early Years
- Unit 21: Children's Imaginative Play and Creativity.

### Employer involvement

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.



## Unit 4: Enquiries into Current Research in Early Years Practice

Level: **3**

Unit type: **External**

Guided learning hours: **120**

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### Unit in brief

Learners explore the methodologies of contemporary research and investigate the implications for early years practice.

### Unit introduction

The importance of early years provision is now recognised, with research into early years practice being brought to the forefront of research agendas. As an early years professional, this unit will help you to understand the purpose of research, how it is carried out and the importance of research for improving the wellbeing and development of those using early years provision.

In this unit, you will find out about the different research methods that can be used to gather information and the ethical issues that will need to be considered. You will develop skills that will enable you to carry out secondary research into a contemporary issue. You will review the research carried out into a contemporary issue in the sector, and then carry out your own secondary research into the issue. You will consider how the research findings may benefit service users or improve practice, and make recommendations for further research.

This unit will help you to develop effective research skills and enable you to progress to employment in the early years sector and to a variety of higher education programmes, where research often forms part of the programme.

### Summary of assessment

This unit is assessed under supervised conditions. Part A is released four weeks before Part B is scheduled for learners to carry out research. Learners should compile notes on their secondary research in monitored sessions of six hours scheduled by the centre. Part B is a supervised assessment of three hours taken in a single morning session at a time specified by Pearson.

The assessment is set and marked by Pearson.

Please see *Issue 3* of the Sample Assessment Material to help prepare learners for assessment.

The number of marks for both versions of the task is 65.

The assessment availability is January and May/June each year.

## Assessment outcomes

**AO1** Demonstrate knowledge and understanding of methods, skills and ethical issues related to carrying out research in the early years sector

**AO2** Apply knowledge and understanding of the methods, skills and ethical issues to current research in the early years sector

**AO3** Analyse information and data related to current research on early years practice, demonstrating the ability to interpret the potential impact and influence of the research on early years practice

**AO4** Evaluate current early years research to make informed judgements about the validity of the research methods used, further areas for research and the potential impact of the research on early years practice

## Essential content

The essential content is set out under content areas. Learners must cover all specified content before the assessment.

### A Types of issues where research is carried out in the early years sector

#### A1 Purpose of research in the early years sector

- The purpose of research – to improve outcomes for children, parents and carers using early years provision, informing policy and practice, extending knowledge and understanding, identifying gaps in provision.
- Examples of research that have led to an improvement in practice and policy, to include improving outcomes for children by improving practice, informing policy and aiding reflection.

#### A2 Issues researched in the early years sector

- Early years provision, including the aims and objectives of current legislation and guidance that support children; the effectiveness of types of provision, benefits and information from statutory, voluntary and private services; multi agency working, how agencies work together to provide integrated support, including recognition and assessment of children who are in need of additional support, including disability, multilingual, poverty.
- The Early Years Foundation Stage (EYFS), including the principles and themes of EYFS and how they are reflected in the early years curriculum, aims and objectives of the EYFS, play and education programmes that support all areas of children’s development; safeguarding and welfare requirements; equality and inclusion.
- Early years pedagogy in practice to include how children learn from other children, how children develop biologically, socially.

### B Research methods for collecting data in early years practice

#### B1 Research methodologies

- Research methods, including open and closed questionnaires, interviews, case studies, scientific experiments, checklists, covert and overt participant observation and their advantages and disadvantages.
- Analysis of secondary data, including the data compiled from local authorities, government departments, National Child and Maternal Health Intelligence Network (CHIMAT), National Society for the Prevention of Cruelty to Children (NSPCC), The Children’s Commissioner (Wales, England and Northern Ireland).
- The difference between qualitative and quantitative data, including vignette notes, diary studies.
- Use mixed methodologies where both quantitative and qualitative methods are used together.

#### B2 Research methods for planning and analysing data

- Organisations involved in research, including the Department for Education (DfE), British Educational Research Association (BERA), Association for Professional Development in Early Years (TACTYC), National Institute of Economics and Social Research (NIESR), The Early Childhood Research Centre, Department of Education Northern Ireland, Early Years Wales, Centre for Research in Early Childhood (CREC), National Foundation for Education and Research (NFER).

How to plan a piece of research, including:

- conducting effective literature searches
- rationale for the research
- deciding on achievable objectives
- selecting appropriate research methods
- selecting target group and sample
- deciding realistic timescales
- deciding how research will be monitored and modified

- deciding measures for success
- considering ethical issues while carrying out research.

### **B3 Ethical issues**

Ethical principles in research reporting, including:

- maintaining confidentiality of participants and settings
- the need to seek consent from parents or carers if participants are under 18
- ensuring that adult participants have given their consent
- the use and possible misuse of statistics and relevant codes of practice and legislation
- research conduct, including keeping a professional distance
- data protection legislation
- Freedom of Information Act 2000 and amendments
- Human Rights Act 1998 Article 8 and Section 6
- common law duty of confidentiality in English law
- legislation, policies and procedures, to include using the research only for the stated purpose (legislation, regulations and guidance must be current at time of delivery and applicable to where the qualification is being delivered)
- The United Nations Convention on the Rights of the Child (UNCRC)
- an NSPCC factsheet on Conducting Safe and Ethical Research with Children
- International Charter for Ethical Research Involving Children (ERIC)
- National Children's Bureau Guidelines for Research with Children and Young People.

### **B4 Research skills**

- Time management and organisational skills.
- Subjective and objective standpoints
- Identifying, analysing and evaluating source material.
- Showing connections between sources of information.
- Methods of analysis and drawing conclusions.
- Recognising potential sources of bias or error.
- Distinguishing between fact and opinion, and identifying bias.
- Interpreting graphs and tables produced by others.
- Using simple coding and thematic analysis.
- Selecting relevant numerical data.
- Analysis of results, including compilation of data, results and findings
- Use of methods of analysis valid for data collected, including triangulation, use of percentages, use of statistical averages.
- Making notes and keeping records from source material.
- Reading techniques, including skimming, scanning.
- Conventions for presenting bibliography and reference lists.

## **C Reviewing relevant secondary research in contemporary issues affecting early years practice**

### **C1 Selecting appropriate secondary research**

- Selecting sources of reliable secondary research, including professional journals, professional bodies, textbooks, periodicals, websites, research organisations.
- Conducting electronic searches using academic search engines, databases, keywords, advanced search tools, refining search data to narrow range of information of manageable size.
- Consideration of the suitability of the sources, including reference to ethical principles, confidentiality, conflicts of interest, fair representation of children and their parents/carers who use early years provision.
- Selecting relevant numerical data, including graphs, tables and statistics.
- Examining and interpreting graphs and tables produced by others.
- Recognising bias in graphs, tables and statistics.

**C2 Evaluating suitability of secondary research**

- Examining content of secondary materials, including introduction, body of text, conclusion.
- Academic reading of source materials.
- Advantages and limitations of research sources and methodologies, including access to data.
- Validity and reliability of results, including possible bias error, generalisability.
- Recommendations, as a result of the research, for work with people who use services.
- Potential areas for further development of the research.
- Potential for development of working practice and provision of services.

**C3 Assessing findings, conclusions and impact of secondary sources on own practice and wider provision**

- Making recommendations for potential areas for research.
- Implications of research for early years practice and provision.

## Grade descriptors

To achieve a grade a learner is expected to demonstrate these attributes across the essential content of the unit. The principle of best fit will apply in awarding grades.

### Level 3 Pass

Learners demonstrate an understanding of the ways that current research is used in early years, and the appropriateness of different types of research related to specific issues and enquiries. They will apply secondary research techniques, reviewing the success of techniques and skills used in current research into issues in early years practice, referencing validity and reliability. Learners will apply their knowledge and understanding from across their learning to explore feasible ethical solutions to further the research into key areas in the sector. They will demonstrate analytical and evaluative skills in order to judge the effectiveness of research in context, and recognise the implications for future practice/provision in the sector.

### Level 3 Distinction

Learners will be able to make critical, rationalised judgements about the techniques and skills evidenced in the research around the issue/enquiry and its use in the early years practice sector. Their use of secondary research techniques and skills will demonstrate their understanding of the wider issue in context. They will evaluate the purpose, actions and results of the research against the principles of validity and reliability. They will be able to demonstrate a thorough understanding of how feasible ethical solutions to research can be planned and delivered in context. Learners will form conclusions linked to the implications of the research for future practice/provision in the sector. These conclusions, and any recommendations for adaptations, will be justified and articulated professionally.

## Key terms typically used in assessment

The following table shows the key terms that will be used consistently by Pearson in our assessments to ensure students are rewarded for demonstrating the necessary skills.

Please note: the list below will not necessarily be used in every paper/session and is provided for guidance only.

Command or term	Definition
Article	The pre-released account of a piece of recent research relating to an aspect of early years practice. Could be based on a longer research report.
Bibliography	A list of all sources read about but not cited in text.
Ethical issue	Ethically related aspects that may have affected how the research was carried out.
Issue	May be used on its own to describe the subject of the research that the article is describing.
Literature review	An assessment of existing research around a particular issue or area of study.
Non-participant observation	The researcher observes the activities, but does not take an active role.
Overt participation	The research is open about what they intend to their participants, thus allowing the research to be honest with participants.
Primary research	Research compiled directly from the original source, which may not have been compiled before. Learners are not expected to carry out primary research, but they are expected to understand the advantages and disadvantages of different primary research methods.
Participant observations	The researcher observes, but takes an active part in the activities of the children.
Qualitative research	Descriptive data, to include data drawn from open-ended questions in questionnaires, interviews or focus groups.
Quantitative research	Data in numerical form which can be categorised and used to construct graphs or tables of raw data, such as data drawn from results of experiments, hospital data showing admissions of individuals with certain health conditions, closed questions in questionnaires.

Command or term	Definition
Research methods	Refers to how the research described in the article was carried out, for example through quantitative methods such as analysis of figures drawn from hospitals or GP surgeries, or qualitative methods based on focus groups, questionnaires.
References	References are all sources that are cited in text.
Secondary sources/research	Published research reports and data, likely to be based on analysis of primary research.

## Links to other units

This unit links to:

- Unit 1: Children's Development
- Unit 3: Play and Learning
- Unit 6: Children's Physical Development, Care and Health Needs
- Unit 7: Children's Personal, Social and Emotional Development
- Unit 8: Working with Parents and Others in Early Years
- Unit 12: Children's Development Outdoors

## Employer involvement

Centres may involve employers in the delivery of this unit, if there are local opportunities. There is no specific guidance related to this unit.



## Unit 5: Keeping Children Safe

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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### Unit in brief

Learners study the responsibilities of a professional to promote and maintain health and safety, and what to do in an emergency or when there are concerns about a child's welfare.

### Unit introduction

As well as wanting their children to learn and be happy, parents want to know that their children will be safe and secure when they leave them in someone else's care. They expect that everything is being done to prevent their child from becoming ill or having an accident and that people who work with them know what to do in an emergency.

In this unit, you will look at the legislation, regulations and guidance relevant to health, safety and safeguarding. You will investigate approaches to creating safe and secure environments and policies and procedures to control and prevent the spread of infection. You will learn about types of abuse and how to recognise the signs that a child is at risk. It is important that you know how to safeguard children, including ways to empower them so that they become confident in protecting themselves. You also need to know correct procedure for responding to concerns about abuse. You will learn how to recognise hazards, assess health and safety risks and respond to emergency situations in your own work placement setting. It is strongly recommended that you successfully complete a recognised paediatric first-aid course if you wish to gain employment in the early years sector. To complete the assessment task within this unit, you will need to draw on your learning from across your programme.

This unit will prepare you for a variety of careers as an early years educator in the private, voluntary or state sector, or allow progression to higher education studies in early years education or management.

### Learning aims

In this unit you will:

- A** Investigate legal responsibilities and approaches to health and safety in early years settings
- B** Explore procedures for prevention and control of infection in early years settings
- C** Examine how early years professionals safeguard children and respond to concerns that a child has been abused
- D** Demonstrate how to recognise and assess hazards and risks to children and respond to emergencies in an early years setting.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Investigate legal responsibilities and approaches to health and safety in early years settings	<b>A1</b> Responsibilities to children's health and safety <b>A2</b> Approaches to promoting children's health and safety	A report that investigates responsibilities of the early years professional, approaches used to promote and maintain health and safety and procedures to control the spread of infection.
<b>B</b> Explore procedures for prevention and control of infection in early years settings	<b>B1</b> Statutory requirements and procedures for infection prevention and control	
<b>C</b> Examine how early years professionals safeguard children and respond to concerns that a child has been abused	<b>C1</b> Types and indicators of abuse <b>C2</b> Safeguarding children <b>C3</b> Responding to concerns about abuse	Case study relating to a child with a response that examines the indicators and types of abuse that may be happening, how the child can be supported and the action that the professional should take.
<b>D</b> Demonstrate how to recognise and assess hazards and risks to children and respond to emergencies in an early years setting	<b>D1</b> Risk assessment in early years <b>D2</b> Recognising accidents and emergencies	Portfolio of evidence, including: <ul style="list-style-type: none"> <li>• risk assessments</li> <li>• accounts of responses to emergency situations</li> <li>• witness testimonies.</li> </ul>

## Content

### Learning aim A: Investigate legal responsibilities and approaches to health and safety in early years settings

#### A1 Responsibilities to children's health and safety

- Children's right to be healthy, safe and secure, with reference to the United Nations Convention on the Rights of the Child.
- The duty of care of those working with children to protect them from harm and to promote their welfare.
- Legislation, regulations and guidance relevant to health and safety and safeguarding, to include safe environments, storage of hazardous materials, statutory reporting of illness and accidents.
- The requirements of the statutory early years curriculum relevant to health and safety.
- The responsibilities of early years settings to have policies relevant to health and safety, to include child protection, safe recruitment, information sharing, data protection.

(Legislation, regulations and guidance must be current at time of delivery and applicable to where the qualification is being delivered.)

#### A2 Approaches to promoting children's health and safety

- The role of early years professionals in keeping children safe and secure, to include supervision, keeping registers, role modelling safe behaviour.
- The importance of observation, e.g. for changes in behaviour, illness.
- Recognising and reporting hazards in the indoor and outdoor environments, to include outings.
- Equipment and resources that can be used to minimise hazards.
- The importance of resources and equipment appropriate to children's age/stage of development.
- The importance of maintaining accurate and coherent records with respect to children's health, safety and welfare.
- Recognising and assessing risk to children's health, safety and welfare.
- The importance of passing on concerns about the practice of colleagues, professionals, to include whistleblowing.
- The importance of child-centred provision.
- Recognising the individual needs of children and barriers to equality.

### Learning aim B: Explore procedures for prevention and control of infection in early years settings

#### B1 Statutory requirements and procedures for infection prevention and control

- Current legislation, regulations and guidance that apply to infection prevention and control in early years settings.
- The importance of policy and procedures for infection prevention and control in early years settings.
- How infection may be spread in early years settings.
- Common childhood infections and how they are spread.
- Infection prevention and control procedures, to include:
  - hand-washing routines for adults and children
  - personal protective clothing/equipment (PPE), e.g. disposable gloves, plastic aprons
  - safe handling and disposal of waste
  - management of spillages of blood and body fluids.
- Decontamination/cleaning of environment, equipment and toys.
- Food and kitchen hygiene.
- The immunisation programme for children and its role in infection control.

- The importance of maintaining accurate records and reporting, to include:
  - risk assessments
  - accident records
  - outbreaks of infection.

(Legislation, regulations and guidance must be current at time of delivery and applicable to where the qualification is being delivered.)

## **Learning aim C: Examine how early years professionals safeguard children and respond to concerns that a child has been abused**

### **C1 Types and indicators of abuse**

- Types of abuse, to include physical abuse and injury, neglect, emotional abuse, sexual abuse, domestic abuse.
- Why it is important to be vigilant for signs of child abuse.
- Indicators of abuse, to include:
  - changes in personality or behaviour
  - physical marks and injuries
  - signs of neglect
  - inappropriate behaviour or language for age and stage of development
  - being unusually dependent on a key person
  - disclosure by a child, parent or other adult.
- How abuse may impact on children's health and development.
- People who may abuse children.

### **C2 Safeguarding children**

- Legislation, policies and procedures relevant to child protection in early years, to include safe working practices, whistleblowing.
- The role of observation in recognising changes in children's behaviour.
- Why children may be more vulnerable to abuse, to include those with disabilities and babies.
- The importance of children having their voice heard.
- How to recognise and support children's feelings.
- The importance of supporting social and emotional development, to include independence.
- How to be an approachable adult, to include active listening.
- How to empower children.
- How to support children to protect themselves through games and activities.

### **C3 Responding to concerns about abuse**

- How to respond to a child who discloses abuse.
- How to respond to parents, colleagues and others who raise concerns about the welfare of a child.
- The importance of responding appropriately to concerns.
- Why it is important to believe a child, avoid judgements and not jump to conclusions.
- Why professionals must follow the reporting procedure of the setting.
- How information should be recorded and shared, to include confidentiality.
- Child protection procedures, to include the process of investigation, assessment, Child Protection Conference, Child Protection Plan.
- How agencies work together to safeguard children.
- Agencies involved at a local level, to include police, social services, health services, Local Children's Safeguarding Board (LCSB).
- The role of the National Society for the Prevention of Cruelty to Children (NSPCC).

## **Learning aim D: Demonstrate how to recognise and assess hazards and risks to children and respond to emergencies in an early years setting**

### **D1 Risk assessment in early years**

- Hazards in early years settings, to include the environment, equipment, hazardous materials, activities.
- Common types of injuries to children of different ages, including burns, scalds, cuts, poisoning, injuries from falls.
- How injuries might be avoided in both group care and home-based care.
- The role of risk assessment in identifying hazards, evaluating risk and deciding on precautions.
- How to carry out risk assessment, to include:
  - identifying hazards
  - deciding who may be harmed and how
  - evaluating the risk
  - deciding on precautions
  - recording findings accurately and coherently and implementing them
  - reviewing and updating assessment.

### **D2 Recognising accidents and emergencies**

- How to respond to non-emergency common injuries, e.g. splinters, grazes.
- How to recognise an emergency situation.
- How to call for assistance from colleagues and emergency services.
- Accidents and emergencies, to include:
  - unresponsive child who is not breathing
  - unresponsive child who is breathing
  - choking/airway obstruction
  - burns and scalds
  - foreign objects in nose, ears and eyes
  - bleeding and wounds
  - recognising and managing the effects of extremes of cold and heat
  - sickness/fever
  - injuries to bones and joints
  - swallowing harmful substances
  - stings and bites.
- The common triggers of anaphylaxis and how to respond.
- The content of a first-aid kit in an early years setting.
- Policies and procedures for dealing with emergency situations, to include:
  - summoning emergency help, e.g. accident, fire
  - emergency evacuation
  - access by unauthorised persons
  - missing children.
- The importance of staying calm and reassuring children.
- How to record, report and share information about illness, injuries, accidents and emergencies.

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Investigate legal responsibilities and approaches to health and safety in early years settings</b>		
<p><b>A.P1</b> Explain responsibilities of early years professionals in keeping children healthy and safe with reference to legislation, regulations and guidance.</p> <p><b>A.P2</b> Explain approaches in early years settings for promoting and maintaining children's health and safety.</p>	<p><b>A.M1</b> Analyse the extent to which approaches in a selected early years setting contribute to children's health and safety.</p>	
<b>Learning aim B: Explore procedures for prevention and control of infection in early years settings</b>		
<p><b>B.P3</b> Explain procedures used to prevent and control the spread of infection in early years settings.</p>	<p><b>B.M2</b> Analyse how procedures used in a selected early years setting prevent and control the spread of infection.</p>	
<b>Learning aim C: Examine how early years professionals safeguard children and respond to concerns that a child has been abused</b>		
<p><b>C.P4</b> Explain types and indicators of abuse.</p> <p><b>C.P5</b> Explain responsibilities of early years professionals for safeguarding children and procedures they must follow for reporting, recording and responding to concerns that a child is at risk of abuse.</p>	<p><b>C.M3</b> Assess the role and responsibilities of the early years professional in safeguarding children and recognising and responding to concerns that a child is at risk of abuse.</p>	
<b>Learning aim D: Demonstrate how to recognise and assess hazards and risks to children and respond to emergencies in an early years setting</b>		
<p><b>D.P6</b> Present clear and effective risk assessments that address hazards and minimise risks to children indoors and outdoors in an early years setting.</p> <p><b>D.P7</b> Demonstrate skills to recognise and respond appropriately to an emergency situation in an early years setting.</p>	<p><b>D.M4</b> Reflect on the extent to which own skills in risk assessment and responding to an accident or health emergency and emergency situation can contribute to healthy and safe outcomes for children.</p>	
		<p><b>AB.D1</b> Evaluate approaches and procedures used by professionals to keep children healthy and safe in a selected early years setting.</p>
		<p><b>C.D2</b> Evaluate ways in which early years professionals can most effectively contribute to safeguarding and promoting the welfare of children.</p>
		<p><b>D.D3</b> Evaluate own responsibilities in keeping children healthy, safe and secure relevant to legal requirements and best practice in early years settings.</p>

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of three summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, A.P2, B.P3, A.M1, B.M2, AB.D1)

Learning aim: C (C.P4, C.P5, C.M3, C.D2)

Learning aim: D (D.P6, D.P7, D.M4, D.D3)

## Further information for teachers and assessors

### Resource requirements

There are no specific additional requirements for this unit.

### Essential information for assessment decisions

#### Learning aims A and B

**For distinction standard,** learners will articulate their arguments clearly and concisely. They must draw on their detailed understanding of approaches to health and safety and procedures for infection control to reach a reasoned conclusion about their significance in keeping children healthy and safe, using considered and valid examples.

**For merit standard,** learners will select relevant approaches to health and safety, to include those that are non-routine, and make reasoned judgements about ways they support and maintain children's health, safety and security. They must demonstrate a good understanding of procedures for prevention and control of infection in a selected early years setting, to include less familiar routines. They must examine the purpose of each in some detail, considering the relationship between following procedures and preventing and/or controlling the spread of infection.

**For pass standard,** learners will give a clear account of the responsibility of professionals to keep children healthy, safe and secure in early years settings using relevant sections of legislation, regulations and guidance to support their opinions. They must recall well-defined and familiar approaches used in early years settings, coming to a reasoned conclusion about how each one promotes and maintains health, safety and security. Learners must describe each step in procedures used in everyday routines and draw a conclusion about their importance for infection prevention and control, to include the importance of effective hand washing.

#### Learning aim C

**For distinction standard,** learners will examine in some detail, professional responsibilities for safeguarding children, referring to specific sections of current legislation. Learners must make supported judgements about the importance of following a policy and reach a valid conclusion as to why and how this leads to positive outcomes for children, also making a judgement about the possible impact for children of not following procedures.

**For merit standard,** learners will carefully consider different aspects of the professional's role and procedures they use to safeguard children, with reference to relevant legislation and policies. Learners must reach a reasoned conclusion about the importance and relevance of strategies, to include being vigilant, listening to children and reporting and recording, in relation to how they reduce the risk of abuse for children.

**For pass standard,** learners will recall different types of abuse and indicators to include physical and behavioural signs. They must explore a range of strategies used by professionals to provide a safe environment that supports children's developmental needs and include ways to help children to protect themselves. They must explain the importance of vigilance to signs of abuse and accurately recall the procedures they must follow, and what they must not do, when they have concerns about a child, giving reasons for their actions.

## Learning aim D

**For distinction standard,** learners will synthesise their knowledge of policies and approaches to aspects of health, safety and safeguarding to reach a reasoned and valid conclusion to their own responsibility for health, safety and safeguarding, also referring to limits to their responsibility. They must articulate their argument concisely and professionally, demonstrating that by meeting their responsibilities they can contribute to children's health, safety and security in their own setting. Learners must examine relevant legislation, statutory guidance and policies, giving examples of how this impacts their personal responsibility, also making clear links to accepted best practice.

**For merit standard,** learners will examine their own skills in detail, assessing the extent to which their risk assessment is likely to reduce the risks of harm. They must consider the importance of their skills and knowledge in recognising and managing health and accident emergency situations in ensuring positive outcomes for children.

**For pass standard,** learners will present two coherent risk assessments in a format appropriate for use by early years professionals. One must relate to indoor environment or activity, and the other must relate to outdoor environment or activity in an early years setting. They must make realistic suggestions on how to reduce risks relevant to the hazards they have identified appropriate to the age and stage of children's development.

Learners must present an account of how they have responded in line with the setting's policies and procedures to two emergency situations, for instance an accident, health emergency or fire evacuation in an early years setting. They must show that they have followed correct procedures, supporting their evidence with a witness statement of a qualified early years professional. Learners may use evidence of following procedures during a fire or other emergency situation drill/evacuation in an early years setting.

Learners completing the Practical Evidence Portfolio (PEP) should cross-reference evidence between learning aim D of this unit and the corresponding Form CPLD 2 in the PEP.

## Links to other units

The assessment for this unit should draw on knowledge, understanding and skills developed from:

- Unit 1: Children's Development
- Unit 2: Development of Children's Communication, Literacy and Numeracy Skills
- Unit 3: Play and Learning
- Unit 6: Children's Physical Development, Care and Health Needs
- Unit 8: Working with Parents and Others in Early Years
- Unit 11: The Early Years Foundation Stage.

## Employer involvement

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.



## Unit 6: Children's Physical Development, Care and Health Needs

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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### Unit in brief

Learners study the physical care and health needs of children, develop skills to support these needs and learn how to recognise ill health and support ongoing health conditions.

### Unit introduction

Parents need to feel reassured that the early years professionals caring for their children will be able to look after their physical needs and support them if they are unwell or have ongoing health conditions. This means that you will need to know what their needs are and how to support children's physical development and health through everyday care routines and activities.

In this unit, you will learn about the physical care needs of children and the important role of the early years professional to meet those needs through routines and by providing opportunity for challenging, physical play activities. You will consider how early years provision promotes children's physical development and how this can impact on their holistic development. You will plan and support care routines and activities that meet a child's physical care needs in ways that respect them as individuals, encourage independence and promote a healthy lifestyle. You will investigate how to recognise when a child is ill, the correct action to take and how to care for children who have ongoing health conditions.

The knowledge you gain in this unit will prepare you for a variety of careers as a childminder, family support worker or early years educator in the private, voluntary or state sector and/or allow progression to higher education studies in early years education or management.

### Learning aims

In this unit you will:

- A** Understand the physical development and care needs of children and approaches to their healthy development
- B** Plan and support routines and activities to meet children's physical development and care needs
- C** Investigate how to recognise and respond to children who are unwell and support children with ongoing health conditions.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Understand the physical development and care needs of children and approaches to their healthy development	<b>A1</b> The physical needs of children <b>A2</b> Approaches to supporting physical development and care needs	A case study relating to a family with children at different ages and stages with a response that considers the physical development and care needs of each child and ways they can be supported.
<b>B</b> Plan and support routines and activities to meet children's physical development and care needs	<b>B1</b> Planning for physical care routines and activities <b>B2</b> Support physical development and care needs	Planning and reflective account of own skills in supporting a child's physical development and care needs in an early years setting.
<b>C</b> Investigate how to recognise and respond to children who are unwell and support children with ongoing health conditions	<b>C1</b> Signs of illness <b>C2</b> Responding to children who are unwell <b>C3</b> Support for children with ongoing health conditions	A report that considers how professionals recognise and respond to children when they are unwell and how they support children with ongoing health conditions.

## Content

### **Learning aim A: Understand the physical development and care needs of children and approaches to their healthy development**

#### **A1 The physical needs of children**

- Basic needs of children, to include Maslow's hierarchy of needs model.
- The importance of meeting children's physical needs at different ages and stages, to include:
  - a nutritious diet
  - rest and sleep
  - exercise
  - skin care, to include bathing, nappy changing, sun care
  - toileting routines, to include progression out of nappies
  - care for hair and teeth.
- The interrelationship between health and growth and physical development.
- How to reduce the risk of sudden infant death syndrome.

#### **A2 Approaches to supporting physical development and care needs**

- The importance of observation and assessment.
- Environments that support children's physical development.
- Routines for physical care.
- Play and activities to promote physical development, to include:
  - fine and large muscle development
  - balance
  - fine motor development
  - hand-eye co-ordination.
- Ways to use the indoor and outdoor environment to support physical development, to include inclusive provision.
- How to provide children with appropriate physical challenges.
- Risk assessment to balance physical challenge and safety.
- Health and safety procedures for physical care routines.
- The key person approach.
- Physical care routines as learning and development opportunities.
- How to support children and parents/carers to make healthy lifestyle choices.
- How to work in partnership with parents/carers to provide for children's individual needs, to include dietary needs.

### **Learning aim B: Plan and support routines and activities to meet children's physical development and care needs**

#### **B1 Planning for physical care routines and activities**

- How to exchange and record information about children's physical care needs with parents and colleagues.
- How to plan care routines, to include feeding, sleep and rest, toileting and nappy changing.
- How to plan for challenging, safe activities to support physical development, to include indoor and outdoor activities.
- Formats for recording care routines and activity plans.
- How to ensure health and safety in provision of physical care, including infection control.

**B2 Support physical development and care needs**

- How to empower children and support their independence.
- How to support routines for sleep and rest.
- How to support meal times, to include encouraging healthy food choices.
- How to support toileting routines and progression out of nappies.
- How to use everyday care routines as learning and development opportunities.
- How to ensure infection control.
- How to support sun protection for skin.

**Learning aim C: Investigate how to recognise and respond to children who are unwell and support children with ongoing health conditions****C1 Signs of illness**

- The signs of illness, to include raised temperature, vomiting, diarrhoea, rash, pallor, cough, runny nose.
- Behavioural signs of illness, e.g. changes in behaviour or sleep patterns, refusal of food.
- Symptoms that require urgent medical attention, to include:
  - breathing difficulty
  - unresponsive child
  - a rash that does not fade on applying pressure.

**C2 Responding to children who are unwell**

- Policies and procedures for supporting children who are unwell.
- Procedures for seeking medical help, reporting and recording illness.
- How to call for urgent medical help.
- How and when parents are informed about illness.
- How to support children who are unwell.
- Precautions to prevent the spread of infection.
- Exclusion periods.
- Statutory reporting of infectious diseases.
- Policy and procedures for giving medicines.

**C3 Support for children with ongoing health conditions**

- How to work in partnership with parents and carers.
- How to keep accurate and coherent records of medication requirements.
- How to minimise the impact on learning and development.
- How to ensure inclusive provision, to include adapting routines, awareness of a child's physical and emotional needs.
- How to meet the needs of children with ongoing health conditions, to include asthma, eczema, diabetes:
  - asthma
    - the common triggers and how to avoid them
    - how to support the use of an inhaler
  - eczema
    - knowing the child's irritants and how to avoid them
    - supporting a flare up
    - reducing the risk of infection
  - diabetes
    - how to balance diet and exercise to prevent hypoglycaemia
    - the signs of hypoglycaemia in a child
    - how to respond to the signs of hypoglycaemia.

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Understand the physical development and care needs of children and approaches to their healthy development</b>		<b>A.D1</b> Evaluate the value of care routines and play activities for supporting and promoting children's physical development and encouraging a healthy lifestyle.
<b>A.P1</b> Explain the importance of care routines for meeting children's physical care needs to support a healthy lifestyle.  <b>A.P2</b> Explain how different types of indoor and outdoor play activities are used in early years settings to support and promote the physical development of children at different ages and stages.	<b>A.M1</b> Assess the extent to which care routines and play activities support and promote physical development and encourage a healthy lifestyle for children.	
<b>Learning aim B: Plan and support routines and activities to meet children's physical development and care needs</b>		<b>B.D2</b> Demonstrate effective self-management and professional conduct consistently in planning and supporting care routines and activities that meet the physical development and care needs of a child.
<b>B.P3</b> Plan care routines and physical play activities to meet the needs of a selected child.  <b>B.P4</b> Support care routines and physical play activities to promote development, independence and a healthy lifestyle.	<b>B.M2</b> Analyse the planned care routines and play activities in relation to their contribution to children's physical development, care needs and promotion of independence and a healthy lifestyle.	
<b>Learning aim C: Investigate how to recognise and respond to children who are unwell and support children with ongoing health conditions</b>		<b>C.D3</b> Evaluate, giving justifications, the role of the professional in early years settings in the effective use of procedures for recognising and supporting children who are unwell and in supporting children with ongoing health conditions.
<b>C.P5</b> Explain how to recognise the signs of ill health in children and the procedures that should be followed in early years settings.  <b>C.P6</b> Explain how professionals in early years settings support children with ongoing health conditions for positive outcomes for their health and holistic development.	<b>C.M3</b> Justify procedures for recognising and supporting children who are unwell.  <b>C.M4</b> Analyse the role of the professional in early years settings to support children with ongoing health conditions for positive outcomes for their health and holistic development.	

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of three summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aim: A (A.P1, A.P2, A.M1, A.D1)

Learning aim: B (B.P3, B.P4, B.M2, B.D2)

Learning aim: C (C.P5, C.P6, C.M3, C.M4, C.D3)

## Further information for teachers and assessors

### Resource requirements

For this unit, learners must have access to a work placement in an early years setting.

### Essential information for assessment decisions

#### Learning aim A

**For distinction standard,** learners must provide a detailed analysis of a range of contexts for care routines and challenging physical activities for children in different age ranges from birth to seven years 11 months. They must articulate their views logically and concisely on the importance of well-planned routines and activities that are based on observations of each child's needs.

Learners will reach a justified conclusion as to the relevance and significance of routines and physical activities in supporting and promoting children's physical development, meeting physical care needs and encouraging a healthy lifestyle, also considering possible limitations.

**For merit standard,** learners must select and consider in some detail, at least three relevant examples of care routines and three examples of physical play activities for children, to include different ages/stages: a child under two years, two years up to four years 11 months, and five years up to seven years 11 months. They must come to a reasoned conclusion about how routines and physical activities support and promote children's physical development, meet their physical care needs and encourage a healthy lifestyle.

**For pass standard,** learners must give a detailed account of how three routines are used in early years settings with children at different ages/stages: under two years, two years up to four years 11 months, and five years up to seven years 11 months, giving examples of well-defined and familiar routines. Learners may refer to routines planned for children in their own work placement(s) setting (with permission) or described in a case study. They must give feasible reasons why each routine and/or procedure is important for the child's physical care, health needs and lifestyle, for example explaining the impact of a nutritious diet on children's growth, teeth and skin.

Learners must use their own research and experiences to explore at least five physical play activities, to include outdoor and indoor, showing how they are appropriate for children at different ages/stages. They must make clear links between each example of an activity and specific ways that it supports different aspects of children's physical development.

#### Learning aim B

**For distinction standard,** learners must demonstrate a high level of professionalism in their approach to planning and supporting care routines and physical activities. They must use their own initiative to find out about children's physical care and development needs with relevant people, demonstrating that they take these into consideration in their planning. Plans must be coherent and contain correct professional terminology. When supporting care routines, learners must show that they consistently adhere to procedures of the setting. They must select and apply the most appropriate strategies for supporting physical activities that meet the specific needs of the children. Learners must provide an accurate account of their professional skills supported by a witness testimony and supervisor and teacher observations and reports.

**For merit standard,** learners must present a detailed examination of the care routine and physical play activity they planned and supported. They must show that they have given consideration to each in terms of the extent to which their aims have been met, to include meeting the identified physical development and care needs of the child and which aspects of their physical development have been promoted. They must give specific examples of how independence and healthy lifestyle have been encouraged.

**For pass standard,** learners must show clear evidence of planning for a child's physical development and care needs within the limits of their own responsibility. They must plan two care routines and two physical play activities. Learners must show that they have considered the child's age/stage of physical development and their physical care needs through discussions with the child's key person (and, if permission is given by the setting's manager, with the child's parent/carer). They must also take into account safety considerations. Plans must be recorded clearly and professionally and be confidential.

Learners must give an account of ways that they have provided appropriate and safe support for each activity. They must show that they have taken into account the age/stage of the child and their individual needs, giving specific examples of how they challenged and encouraged children to promote different aspects of their physical development. Learners must demonstrate that they know, and can follow, the procedures of the setting when supporting care routines. They must explain how they have addressed the child's identified care needs, used them as opportunities for promoting learning and encouraged the child to become independent.

Learners completing the Practical Evidence Portfolio (PEP) should cross-reference evidence between learning aim B of this unit and corresponding Form CPLD 2 of the PEP.

### Learning aim C

**For distinction standard,** learners must examine the information that may be shared about a child's health, physical development and care needs with other key people, to include colleagues, parents and other professionals. They must consider examples where children's needs are more complex. Learners must explore the significance of this information for the planning of support for health needs, care routines and physical activities, detailing why it is critical for ensuring that the specific needs of children are met. Learners must reach a justified and valid conclusion on the extent to which individually and carefully planned routines and activities, based on shared information, contribute to children's physical development and physical care needs.

**For merit standard,** learners must carefully consider policy and procedures to be followed when babies and children are unwell, including steps for seeking emergency medical help. Learners should present a reasoned argument, using detailed examples, to include less familiar situations, to show the effectiveness of policy and procedures in the support given to children who are unwell and to prevent the spread of infection to others.

Learners must examine ways that professionals prepare and support children with two ongoing health conditions, such as asthma, eczema or diabetes, examining in detail the approaches they use to work in partnership with parents and to support children with their symptoms, including medication. Learners should consider the interrelationship between these approaches and ways that they can minimise the impact on learning and development and improve the outcomes for children.

**For pass standard,** learners must demonstrate a clear understanding of the signs of ill health in children and know when emergency medical help must be sought and how to do this. They must give a detailed written account, but evidence may be supported by appropriate charts and/or diagrams, for example temperature charts to indicate fever in babies and children or a diagram of the glass test for meningitis. Learners must explain each step in the procedures, from their own placement setting, to be followed when children are unwell.

Learners must recall the signs and symptoms of two ongoing health conditions that are common in early years, for instance asthma, eczema or diabetes. Learners may use examples of other ongoing health conditions that they are familiar with. They must give an account of how the conditions may impact on children and then explore familiar approaches that professionals use to support children to manage their symptoms and reduce the effects on their learning and development. They must give careful consideration to each approach, to include working with parents/carers, and demonstrate an understanding of how they support children's developmental needs.

## Links to other units

This unit links to:

- Unit 1: Children's Development
- Unit 12: Children's Development Outdoors
- Unit 18: Working With Children Under 3 Years.

## Employer involvement

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.



# Unit 7: Children's Personal, Social and Emotional Development

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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## Unit in brief

Learners explore how to support children's personal, social and emotional development and apply skills to support and promote positive behaviour in an early years setting.

## Unit introduction

Did you know that it is very difficult for children to form friendships when they have low self-esteem, are anxious or worried? Early years professionals need a good understanding of personal, social and emotional development to know how to help children to feel happy, secure and good about themselves. This understanding helps professionals to develop effective relationships with children and create environments that support their personal and emotional wellbeing and social development.

You will investigate the role of early years professionals, including the particular responsibilities of the key person. You will consider theories that help to explain children's personal, social and emotional development and the importance of building professional relationships with children. Young children often display anxiety through their behaviour so you will need to look at factors that can impact on their behaviour. You will explore different types of transition and significant events that children experience and how they can be supported to develop resilience to minimise the negative effects. Understanding theories and factors that impact on children will help you to use the most effective approaches in your own placement to support and promote children's positive behaviour.

This unit will prepare you for a variety of careers as an early years educator in the private, voluntary or state sector, or allow progression to higher education studies in early years education or management.

## Learning aims

In this unit you will:

- A** Investigate approaches in supporting children's personal, emotional and social development and influences on behaviour
- B** Explore how to prepare and support children through transition and significant life events
- C** Support and promote children's positive behaviour.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Investigate approaches in supporting children's personal, emotional and social development and influences on behaviour	<b>A1</b> Roles and responsibilities <b>A2</b> The key person approach <b>A3</b> Influences on children's behaviour	A report on how early years professionals work to support the children's personal, emotional and social development that includes:
<b>B</b> Explore how to prepare and support children through transition and significant life events	<b>B1</b> The impact of transition and significant life events <b>B2</b> Support transition and significant life events	<ul style="list-style-type: none"> <li>• the role of the key person</li> <li>• transitions and significant events and the strategies that can be used to support children</li> <li>• factors that can impact on children's behaviour.</li> </ul>
<b>C</b> Support and promote children's positive behaviour	<b>C1</b> Support and promote positive behaviour	A portfolio of evidence that shows how learners have applied knowledge and skills in their own early years placement setting to promote and support children's behaviour.

## Content

### Learning aim A: Investigate approaches in supporting children's personal, emotional and social development and influences on behaviour

#### A1 Roles and responsibilities

- Curriculum requirement for children's personal, social and emotional development.
- Policies and procedures from own setting.
- Theories relevant to an understanding of personal, social and emotional development, to include:
  - theories of personality and self-esteem
  - theories of attachment
  - theory of mind (ToM).
- The role of observation and assessment, to include monitoring changes in behaviour.
- The importance of keeping to professional boundaries with children, to include appropriate physical contact and use of language.
- The importance of trusting relationships with children and families.
- How to communicate effectively with parents and/or carers.
- Ways to support children's emotional wellbeing and resilience, to include developing independence.
- Routines and realistic boundaries that develop a child's sense of security.
- The importance of age-appropriate physical contact to support emotional development.
- The importance of friendships to children's holistic development, self-concept and confidence.
- How to support children to develop social skills, to include:
  - encouraging friendships
  - acting as a role model
  - supporting children's group learning and socialisation.
- How prejudice and discrimination may impact on a child.
- The importance of challenging discriminatory behaviour and promoting respect for others.

#### A2 The key person approach

- Statutory requirements of early years curriculum framework for key person approach.
- How the key person approach is applied in different types of settings and home country.
- The role of the key person in establishing and developing attachments.
- The importance of strong attachments, to include:
  - the development of further attachments
  - effects on physiological and psychological stress levels
  - contribution to development in other areas.
- How attachment theorists John Bowlby, Mary Ainsworth and the Robertsons (James and Joyce) have influenced current practice.
- How the key person system supports effective relationships with parents, to include developing trust, information sharing.
- Indicators of good attachment between child and key person.
- The benefits for children's development of the key person approach.

(Statutory curriculum frameworks must be current at time of delivery and applicable to where the qualification is being delivered).

**A3 Influences on children's behaviour**

- Cultural and social perspectives, to include:
  - differing views of childhood
  - social norms
  - gender expectations.
- Links between behaviour, language and cognitive development.
- Expectations in relation to child's age/stage of development.
- Short-term factors, e.g. tiredness, illness.
- Long-term factors, e.g. chronic illness, poor attachments.
- Transition and significant life events.

**Learning aim B: Explore how to prepare and support children through transition and significant life events****B1 The impact of transition and significant life events**

- Transitions and significant events that children may experience, to include:
  - events that are common to children, e.g. moving between settings and carers, birth of a sibling
  - events that are particular to some children, e.g. family breakdown, loss of significant people.
- The effects of transitions and significant events on children's holistic development.

**B2 Support transition and significant life events**

- Strategies to prepare children for transitions and significant events, e.g. discussions, photographs and storytelling.
- The importance of building effective relationships with the child and parents/carers.
- How to work with colleagues and other professionals to offer support during transitions and significant events.
- How to support the settling in process.
- Indicators that a child has settled in, to include:
  - the child's behaviour at separation
  - the child's interest in joining in with activities
  - information from parents/carers.
- The importance of recognising signs of concern or distress that may relate to a transitional experience.
- Factors that support resilience, to include effective relationships, an inclusive environment.

**Learning aim C: Support and promote children's positive behaviour****C1 Support and promote positive behaviour**

- Policies and procedures of the setting for managing and promoting positive behaviour, to include recording and reporting behaviour.
- How social learning theory informs practice.
- Strategies to promote positive behaviour at different ages/stages of development, to include rewards, star charts.
- Advantages and disadvantages of operant conditioning techniques.
- The importance of positive attitude, consistency and collaboration with parents and others.
- How to help children develop positive attitudes, to include:
  - helping children to value and respect others
  - developing an awareness of similarities and differences
  - modelling behaviour.
- How to use observation and assessment to support positive behaviour.
- How to work with:
  - parents and/or carers to support children's positive behaviour
  - colleagues and other professionals to support positive behaviour.

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Investigate approaches in supporting children's personal, emotional and social development and influences on behaviour</b>		<b>A.D1</b> Evaluate the key person approach in terms of how it may overcome negative influences on children's personal, emotional and social development.
<b>A.P1</b> Explain how to develop relationships with children in early years settings that support their personal, emotional and social development.  <b>A.P2</b> Explain the benefits of the key person approach in meeting children's personal, emotional and social development needs.  <b>A.P3</b> Explain factors that may impact on children's personal, emotional and social development.	<b>A.M1</b> Assess the success of approaches used in early years settings in developing effective relationships that support children's personal, emotional and social development.  <b>A.M2</b> Assess the influence of theories of attachment on the key person approach in early years settings.	
<b>Learning aim B: Explore how to prepare and support children through transition and significant life events</b>		<b>B.D2</b> Evaluate factors that contribute to the development of children's resilience to transition and significant life events.
<b>B.P4</b> Explain how children may be affected by transition and significant life events.  <b>B.P5</b> Explain how to prepare and support children in early years settings for transition and significant life events.	<b>B.M3</b> Assess the contribution of early years professionals in preparing and supporting children through transition and significant life events.	
<b>Learning aim C: Support and promote children's positive behaviour</b>		<b>C.D3</b> Demonstrate personal responsibility and effective self-management and professional conduct consistently in supporting children's positive behaviour appropriate to their age and stage of development.
<b>C.P6</b> Promote and support children's positive behaviour appropriate to children at different ages and stages of development in an early years setting.	<b>C.M4</b> Justify approaches used in own practice in supporting and promoting children's positive behaviour.	

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of three summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aim: A (A.P1, A.P2, A.P3, A.M1, A.M2, A.D1)

Learning aim: B (B.P4, B.P5, B.M3, B.D2)

Learning aim: C (C.P6, C.M4, C.D3)

## Further information for teachers and assessors

### Resource requirements

For this unit, learners must have access to a work placement in an early years setting.

### Essential information for assessment decisions

#### Learning aim A

**For distinction standard,** learners will examine in some detail, the influences that can impact on children's personal, social and emotional development. They must articulate their argument clearly and concisely, showing a good understanding of the key person approach. They must reach a justified and valid conclusion to how the approach can help to minimise negative effects on development, to include building effective relationships, gaining trust and understanding children's needs.

**For merit standard,** learners will give careful consideration to the approaches used by professionals in their own workplace setting to develop relationships and arrive at a conclusion about the likely success of each approach in supporting positive outcomes in relation to children's personal, social and emotional development. Learners must identify any weaknesses in different approaches and how the approaches may need to be adapted to meet children's individual needs, suggesting realistic alternatives.

Learners must explore and discuss the relevance and purpose of the key person approach in early years settings. They must make reasoned and analytical judgement on the influence of two theories of attachment on the development of the key person approach, giving valid examples from practice to support their views.

**For pass standard,** learners will give a detailed account of the approaches that early years professionals use to build effective relationships. They must explain approaches in well-defined or familiar situations, taking account of differences in approach with children at different ages/stages of development: birth up to two years, two years up to four years, and four years up to seven years 11 months.

Learners must explain the role and expectations of the key person with reference to the statutory curriculum and policy of the setting. They must examine each aspect of the key person role using examples to make clear links to how the role promotes and supports personal, emotional and social development.

Learners must give a clear account of three factors that may influence children's personal, social and emotional development, giving feasible reasons why they can impact on behaviour.

#### Learning aim B

**For distinction standard,** learners will examine in some detail, factors that affect children's experiences in an early years setting, to include the organisation of the environment and approaches used by professionals to promote personal, social and emotional development. Learners must articulate their argument clearly to reach a justified conclusion to the impact these factors have on children's resilience to change, and ability to cope, when they experience significant life events.

**For merit standard,** learners will examine a range of approaches that professionals use to both prepare children for, and to support them during, transition and significant life events. Learners must discuss professionals' involvement both before and during these events to reach a reasoned conclusion about the extent to which they contribute to developing children's resilience to change and ability to cope.

**For pass standard,** learners will use their knowledge of common and particular transition and life events, and use examples to reach a conclusion about the impact that each may have on different aspects of children's development in the short and longer term.

Learners must use examples from their own placement to examine ways that professionals help children to prepare for expected life events, for example by organising pre-visits to familiarise the child, and for unexpected life events, for example by building effective relationships. Learners must also explore ways to support children during transition, giving reasons why the approaches are likely to help children to cope.

### Learning aim C

**For distinction standard,** learners will demonstrate a high level of professionalism in their approach and model appropriate behaviours at all times. They must use their own initiative, within the limits of their responsibility, to observe, discuss and assess children's needs, demonstrating that they take these into consideration when they select and use strategies to promote and support positive behaviour. Learners must show that they can recognise and use opportunities to promote and support positive behaviour effectively. When supporting children, learners must show that they understand and consistently adhere to policies and procedures of the setting. Learners must provide an accurate account of their professional skills supported by a witness testimony and supervisor and teacher observations and reports.

**For merit standard,** learners will draw conclusions about the strategies they have used and the extent to which they promoted and supported the behaviour of individual children. They must take account of the age and stage of development when considering the appropriateness of their actions/support. Learners must explore any limitations to promoting and supporting positive behaviour, suggesting alternative, appropriate strategies.

**For pass standard,** learners will show how they have considered and used opportunities, on two occasions, to support and promote children's positive behaviour. These must be in small group situations, to include showing support for group learning and socialisation. Learners must demonstrate their knowledge of best practice approaches used in their setting that are appropriate for children in two different age groups: from two years up to four years old and from four years up to seven years 11 months, and give an account of how they have applied it to their practice.

Learners completing the Practical Evidence Portfolio (PEP) should cross-reference evidence between learning aim C of this unit and corresponding to Form CPLD 2 of the PEP.

### Links to other units

This unit links to:

- Unit 1: Children's Development
- Unit 3: Play and Learning
- Unit 8: Working with Parents and Others in Early Years.

### Employer involvement

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.

# Unit 8: Working with Parents and Others in Early Years

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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## Unit in brief

Learners study the role of parents and how to develop professional relationships with parents, early years professionals and others to achieve the best possible outcomes for children.

## Unit introduction

Parents are the most important people in children's lives so being able to build positive partnerships with them, and with your colleagues and other professionals, will make sure that children receive the best possible care.

In this unit, you will examine the role of parents and factors that affect parenting styles. You will also learn about parents' rights and their different views about childhood. This is important, as you need to appreciate that there are different ways of raising children and that this may affect the ways that you work with parents. You will explore the skills and approaches to working with parents, colleagues and other professionals who work with children. You will need to show how you can use skills in your own workplace setting to build positive, effective working relationships with parents, colleagues and other professionals to achieve the best outcomes for children.

This unit will prepare you for a variety of careers as an early years educator in the private, voluntary or state sector, or allow progression to higher education studies in early years education or management.

## Learning aims

In this unit you will:

- A** Explore partnership work with parents in early years settings
- B** Explore partnership work with colleagues and other professionals in early years settings
- C** Demonstrate effective partnership work with parents and others in early years settings to meet the needs of children.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Explore partnership work with parents in early years settings	<b>A1</b> The impact of parental rights, views and experiences on partnership work <b>A2</b> Approaches to effective partnerships with parents	A report that evaluates the approaches to building effective partnerships with parents, colleagues and other professionals considering the influence of parents' own rights, views and experiences.
<b>B</b> Explore partnership work with colleagues and other professionals in early years settings	<b>B1</b> Approaches to effective partnerships with colleagues and other professionals	
<b>C</b> Demonstrate effective partnership work with parents and others in early years settings to meet the needs of children	<b>C1</b> Demonstrate effective partnerships with parents <b>C2</b> Demonstrate effective partnerships with colleagues and others	A portfolio of evidence that shows how the learner has applied skills to developing effective partnerships in their own early years placement setting.

## Content

### Learning aim A: Explore partnership work with parents in early years settings

#### A1 The impact of parental rights, views and experiences on partnership work

- Legislation relevant to parental rights and responsibilities.
- Parent–child relationships to include emotional security, protection, acting as role model.
- The impact of the home learning experience on the outcome for children.
- The impact of parents’ own experiences, to include parents’ upbringing and education.
- How parental views about the nature of childhood affect their parenting style, e.g. gender, attitude to risk, routines.
- Parenting styles, to include authoritative, authoritarian, permissive, neglectful/disengaged.
- Factors that may make parents emotionally unavailable, e.g. depression, low income, illness.
- How approaches in the setting may differ from those of parents.
- Current research on the value of parental involvement in their children’s play, learning and development.

(Legislation and statutory frameworks must be current at time of delivery as appropriate to where the qualification is being delivered.)

#### A2 Approaches to effective partnerships with parents

- Responsibility of early years professionals to work in partnership with parents relevant to policies and statutory frameworks.
- The importance of recognising limitations to own responsibilities.
- The features of good communication/interpersonal skills, to include verbal and non-verbal.
- Barriers to effective communication.
- Strategies to overcome barriers to effective communication.
- Strategies for building effective relationships with parents, to include:
  - shared working
  - the key person approach
  - open door policy
  - developing a trusting partnership.
- How to exchange and share information safely.
- How to provide information to support children’s development at home.
- Ways to encourage parents to engage in their child’s play, learning and development.
- Factors that impact on the participation of families in an early years setting.
- Ways to overcome factors that impact on participation.
- Legislation, policies and procedures of the setting relevant to confidentiality and data protection.
- Ways to obtain parental consent to make referrals and share information with other professionals.
- How to respect the emotional attachment that influences parents’ choices and behaviours.
- How to support separation and provide continuation of care.
- The importance of, and how to challenge, discriminatory behaviour and promote respect for children and families.
- How to signpost services for parents.

(Legislation and statutory frameworks must be current at time of delivery as appropriate to where the qualification is being delivered.)

## **Learning aim B: Explore partnership work with colleagues and other professionals in early years settings**

### **B1 Approaches to effective partnerships with colleagues and other professionals**

- Roles and responsibilities, to include:
  - health professionals, e.g. health visitors, dieticians
  - social care, e.g. social workers, family support workers
  - early years educators, e.g. nursery manager, key person.
- Strategies for working in partnership with colleagues and other professionals, to include:
  - cooperative working
  - partnership working
  - multidisciplinary teams.
- The benefits of cooperative working:
  - improve life chances and outcomes for all children
  - services tailored to meet the different needs of individual children
  - identify and co-ordinate support from different services
  - professionals sharing knowledge, skills and resources.
- Barriers to effective working with colleagues and other professionals, to include differences in:
  - priorities
  - approaches
  - ethos of service/setting.
- When and how information should be shared with colleagues and other professionals, to include:
  - policy, procedures and statutory guidance for data protection
  - maintaining confidentiality
  - parental consent.
- Purpose of multidisciplinary meetings, to include case conferences.

## **Learning aim C: Demonstrate effective partnership work with parents and others in early years settings to meet the needs of children**

### **C1 Demonstrate effective partnerships with parents**

- Develop and maintain effective relationships with parents.
- Use appropriate verbal and non-verbal communication, to include active listening.
- Recognise and use strategies to overcome barriers to effective communication.
- Share information complying with policies, procedures and statutory guidelines:
  - two-way exchange of information
  - about children's needs and interests
  - about children's observations and assessments of development.
- Value parents' contribution to their child's development.
- Recognise and respect emotional attachments that influence choice and behaviours.
- Demonstrate awareness of own limitations when giving advice.
- Encourage parents to take an active role in children's play, learning and development.

### **C2 Demonstrate effective partnerships with colleagues and others**

- Demonstrate understanding about the roles and responsibilities of colleagues and other professionals in own setting.
- Communicate effectively to share accurate information about children's needs and development, to include verbal and written communication.
- Show awareness of when and how information should be shared.
- Maintain confidentiality when recording and sharing information.

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Explore partnership work with parents in early years settings</b>		
<p><b>A.P1</b> Explain the impact of parental rights, views and experiences on partnership work in early years settings.</p> <p><b>A.P2</b> Explain approaches for developing effective partnerships with parents in early years settings.</p>	<p><b>A.M1</b> Assess the influence of parental rights, views and experiences on approaches to developing effective partnerships in early years settings.</p> <p><b>A.M2</b> Analyse the importance of partnership work with parents to meet the play, learning and development needs of children in early years settings.</p>	
<b>Learning aim B: Explore partnership work with colleagues and other professionals in early years settings</b>		
<p><b>B.P3</b> Explain approaches to working in partnership with colleagues and other professionals in early years settings.</p> <p><b>B.P4</b> Explain the benefits for children and families of working in partnership with colleagues and other professionals in early years settings.</p>	<p><b>B.M3</b> Assess the extent to which partnership work with colleagues and other professionals can benefit children and families.</p>	
<b>Learning aim C: Demonstrate effective partnership work with parents and others in early years settings to meet the needs of children</b>		
<p><b>C.P5</b> Demonstrate effective partnership work with parents in own workplace setting.</p> <p><b>C.P6</b> Demonstrate effective partnership work with colleagues or other professionals in own workplace setting.</p>	<p><b>C.M4</b> Assess own partnership work with colleagues or other professionals and parents in meeting the needs of children in own workplace setting.</p>	
		<p><b>A.D1</b> Evaluate approaches to effective partnership work with parents in an early years setting and benefits for children and their families.</p> <p><b>B.D2</b> Evaluate partnership work with colleagues and other professionals and the extent to which it contributes to meeting the needs of children and their families.</p> <p><b>C.D3</b> Demonstrate effective self-management and professional conduct consistently in partnership work with colleagues or other professionals and parents.</p>

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, A.P2, B.P3, B.P4, A.M1, A.M2, B.M3, A.D1, B.D2)

Learning aim: C (C.P5, C.P6, C.M4, C.D3)

## Further information for teachers and assessors

### Resource requirements

For this unit, learners must have access to work experience in an early years setting.

### Essential information for assessment decisions

#### Learning aims A and B

**For distinction standard,** learners must articulate approaches to building professional relationships with parents clearly and concisely. They must examine the strengths and possible weaknesses of different approaches, to include more complex situations and reach a valid conclusion about the likely effectiveness of each. Learners must use lateral thinking to recommend alternative approaches in situations where there may be barriers to building effective partnerships. Learners must make reasoned and valid judgements, supported by examples, to the benefit of partnership work for children and their families.

Learners must show depth of understanding of the reasons for colleagues and professionals to work together, including professionals from outside agencies. They must articulate their argument clearly and concisely to reach a reasoned judgement on the advantages of partnership working. They must explore the significance of partnership work, giving valid and justified examples of how it contributes to meeting the care, learning and development needs of individual children and support needs of their family.

**For merit standard,** learners must carefully consider the factors that affect parenting, to include their different views on childhood, rights given by current legislation and parents' own experiences of childhood and education. They must make a judgement on how factors can impact on communication and building relationships, considering barriers that may exist, and coming to a conclusion to how this affects the choice of approach.

Learners must present a detailed examination of the importance of partnership work with parents. They must make a judgement of how partnerships support a sharing of information about children, exploring the types of information that must be shared, also recognising that it is a two-way process. Learners must explain the importance of information sharing for planning and the provision of care, play and learning activities. They must reach a justified conclusion about partnership work for meeting children's development needs.

Learners must show their understanding of ways that colleagues and other professionals work together to assess, plan and provide support for children. They must reach a reasoned conclusion on the importance of partnership work, using relevant examples to show how it can lead to positive outcomes for children's learning and development and how this can impact on the whole family.

**For pass standard,** learners must recall the factors that can impact on approaches to parenting, including their rights to make decisions about their child(ren). They must make clear links between each factor and parental expectations with reference to ways this can affect communication and their relationships with early years professionals.

Learners must recall four approaches that are used in an early years setting to communicate with, and involve, parents, including parents who may be difficult to reach, and give feasible reasons why each approach can lead to effective partnerships.

Learners must explain ways that colleagues and other professionals work together, supported by their research and experiences of familiar situations in an early years setting. They must consider the context for each approach and suitability for its purpose. Learners must give clear details of the reasons why colleagues and other professionals work together, using examples of familiar and well-defined contexts. They must arrive at a conclusion on the advantages for children and their families in relation to the overall experience of the child and family and the promotion of the child's learning and development.

## Learning aim C

**For distinction standard,** learners must demonstrate a high level of professionalism in their interactions with parents, colleagues and/or other professionals. They must approach them in a manner consistent with procedures and expectations of the setting and the early years sector. They must demonstrate that they can select suitable approaches to building relationships and partnerships. They must show that they take into account any factors and/or barriers that may affect interactions and that they can take steps to overcome them. Learners' accounts of their professional skills must be supported by feedback from parents, a witness testimony and supervisor and teacher observations and reports.

**For merit standard,** learners must give careful consideration to how they have applied their knowledge and skills to their work with parents and with colleagues and other professionals. They must arrive at a conclusion about the relevance and appropriateness of the selected approaches to working in partnership. They must consider the factors that may have impacted on communication and interactions to identify how these may have affected relationships. They must identify any weaknesses or barriers to their communications or interactions, including less familiar situations/problems, and show evidence of adapting approaches.

**For pass standard,** learners must provide evidence of two interactions with parents and two interactions with colleagues or other professionals that arise within the limitations of their responsibilities. Learners may, if necessary, work alongside their manager/supervisor during interactions with parents. They must show they have taken responsibility for maintaining records that demonstrate clear evidence of their skills in building partnerships, to include using effective communication and maintaining confidentiality. Learners must show their knowledge of different approaches used in their setting for building partnerships with parents, colleagues and other professionals and show how they have selected and used approaches appropriately in each situation. Learners must provide evidence of adapting their approaches in response to a familiar situation or problem.

Learners completing the Practical Evidence Portfolio (PEP) should cross-reference evidence between learning aim C of this unit and corresponding CPLD 2 of the PEP.

## Links to other units

This unit links to:

- Unit 1: Children's Development
- Unit 3: Play and Learning

## Employer involvement

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.

## Unit 9: Observation, Assessment and Planning

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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### Unit in brief

Learners explore and develop the skills of observing and assessing children and learn how to apply these skills to plan support for children's development.

### Unit introduction

Have you ever wondered how people working with children know what to plan and organise for the children? The key to planning developmentally appropriate and engaging activities is high-quality observation and assessment.

You will gain a good understanding of the importance and range of observational methods and how to present records of observations. You will learn how to interpret observations, to inform the planning process to support children's play, learning and development, and develop skills to create and implement activity plans. This is how you will be able to ensure that the activities and experiences you plan appeal to the children in your care and meet their individual needs. In addition, through careful observation, you will be able to adapt and modify activities to ensure purposeful play and learning. To complete the assessment task within this unit, you will need to draw on your learning from across your programme.

This unit will prepare you for a variety of careers as an early years educator in the private, voluntary or state sector, or allow progression to higher education studies in early years education or management.

### Learning aims

In this unit you will:

- A** Understand the importance of observation, assessment and planning in work with children
- B** Carry out and record observations of children to make accurate assessments
- C** Create, implement and review activity plans for children.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Understand the importance of observation, assessment and planning in work with children	<b>A1</b> The importance of observation and assessment <b>A2</b> Planning for children's development	A report that explores the role of observation and assessment for effective planning in an early years setting supported by observations of a child, and an assessment of their needs.
<b>B</b> Carry out and record observations of children to make accurate assessments	<b>B1</b> Observation recording methods <b>B2</b> Carry out and record observations of children <b>B3</b> Make accurate assessments of children	Two activity plans for an identified child that include: <ul style="list-style-type: none"> <li>• an evaluation of each plan</li> <li>• implementation in terms of how they support the child's play, learning and development</li> </ul>
<b>C</b> Create, implement and review activity plans for children	<b>C1</b> Create activity plans <b>C2</b> Implement activity plans <b>C3</b> Review activity plans	<ul style="list-style-type: none"> <li>• an evaluation of the role of observation and assessment for effective planning.</li> </ul>

## Content

### Learning aim A: Understand the importance of observation, assessment and planning in work with children

#### A1 The importance of observation and assessment

- Current assessment requirements relevant to early years curriculum.
- Providing information for parents and other professionals.
- Understanding children's needs and interests.
- Tracking children's progress in relation to normative development and curriculum outcomes.
- Reliable sources of developmental milestones.
- Early identification of atypical development and additional support needs.
- The role of formative assessment and summative assessment.
- Discussing children's progress with key person, colleagues, other professionals and parents/carers.
- Issues to consider when observing and assessing children, including permission, confidentiality, participant bias.

#### A2 Planning for children's development

- How observations and assessments are used to inform planning.
- The use of planning:
  - to reflect children's developmental stage, play and learning needs
  - to meet children's additional needs, including individual education plans
  - for children's interests and circumstances, e.g. family, culture
  - for balancing adult-directed and child-initiated play.
- Factors that influence planning, to include:
  - current relevant framework/curricula requirements
  - previous observations and assessment of children
  - discussions with key person, colleagues, parents/carers and children
  - people involved in assessment and observations
  - the environment, to include timing and resources.

(Curriculum framework must be current at time of delivery and applicable to where the qualification is being delivered.)

- Methods used in the early years sector to plan for children's development, to include:
  - a planning cycle
  - short-term and long-term planning
  - continuous provision sheets.
- How to review plans and planning methods.

### Learning aim B: Carry out and record observations of children to make accurate assessments

#### B1 Observation recording methods

- Methods of observation recording, and their appropriate use, to include:
  - checklist
  - time sample
  - narrative methods, including sticky notes
  - target child observation
  - digital recordings
  - sociogram
  - event sample observation
  - participant/non-participant observation.

- Selecting appropriate observational methods, to include:
  - purpose
  - information required
  - reliability of method.

### **B2 Carry out and record observations of children**

- Carry out observations, to include:
  - awareness of observer influence
  - timing, e.g. planned, unplanned
  - environmental variables.
- Record observations, to include:
  - age of child
  - number of children/adults present
  - context/activity
  - non-subjective
  - non-judgemental.

### **B3 Make accurate assessments of children**

- How to identify a child's stage of development from the observation.
- Making links to milestones and drawing conclusions, to include: recognising
  - the need for additional support
  - children's needs, interests and preferences.
- Identifying the area(s) of the curriculum framework that the observation relates to.
- Using the curriculum framework to consider next steps (curriculum frameworks must be current at time of delivery and applicable as appropriate to where the qualification is being delivered).
- How to relate theories of play, learning and development to what has been observed.

## **Learning aim C: Create, implement and review activity plans for children**

### **C1 Create activity plans**

- The purpose of, and rationale for, the activity.
- Formats for recording planned activities, to include the setting's own recording sheets.
- Links to curriculum framework.
- Role/involvement of the early years educator/professional.
- Types of resources.
- Discussions with key person, colleagues, parents/carers.
- Health and safety risk management.

(Curriculum frameworks must be current at time of delivery and applicable as appropriate to where the qualification is being delivered.)

### **C2 Implement activity plans**

- Role of the adult.
- How to encourage children's participation.
- How to support and extend children's learning and thinking, including sustained shared thinking.
- Providing opportunities for children to talk.
- Making the activity enjoyable.
- Adapting the activity if children are not engaged.

### **C3 Review activity plans**

- Evaluating the effectiveness of the activity in supporting children's play, learning and development.
- Measures for success.
- Consideration of others' views, to include colleagues and children.
- Planning the next steps with key person, colleagues, parents/carers.

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Understand the importance of observation, assessment and planning in work with children</b>		<b>A.D1</b> Evaluate the influence and importance of observation, assessment and effective planning for play, learning and development in early years settings.
<b>A.P1</b> Explain the importance of observing and assessing children in early years settings to plan how to support their individual play, learning and development needs.  <b>A.P2</b> Explain influences on planning for play, learning and development in an early years setting.	<b>A.M1</b> Assess the significance of observations in early years settings for reliable assessment of the child's play, learning and developmental needs.  <b>A.M2</b> Analyse influences on planning for play, learning and development in an early years setting.	
<b>Learning aim B: Carry out and record observations of children to make accurate assessments</b>		<b>B.D2</b> Evaluate own practice in the planning, creation and implementation of activities in terms of how they supported the observed child's play, learning and development.
<b>B.P3</b> Present detailed plans to observe the play, learning and development of a child in an early years setting using appropriate methods.  <b>B.P4</b> Present full and effective records to show accurate observations of a child's play, learning and development.  <b>B.P5</b> Explain an observed child's stage of play, learning and development, making use of relevant theories.	<b>B.M3</b> Justify the observational methods used to record the play, learning and development of a child in an early years setting.	
<b>Learning aim C: Create, implement and review activity plans for children</b>		<b>C.D3</b> Evaluate how the plans and implemented activities supported the child's play, learning and development with justified observations.
<b>C.P6</b> Present and implement activity plans appropriate for the observed child to support their play, learning and development.  <b>C.P7</b> Review the effectiveness of the planning methods, plans and implemented activities in supporting the child's play, learning and development.	<b>C.M4</b> Analyse the extent to which the plans and implemented activities supported the child's play, learning and development.	

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aim: A (A.P1, A.P2, A.M1, A.M2, A.D1)

Learning aims: B and C (B.P3, B.P4, B.P5, C.P6, C.P7, B.M3, C.M4, B.D2, C.D3)

## Further information for teachers and assessors

### Resource requirements

For this unit, learners must have access to:

- a work placement experience in an early years setting
- an early years curriculum framework for own home country
- a Practical Evidence Portfolio (PEP).

### Essential information for assessment decisions

#### Learning aim A

**For distinction standard,** learners must reach reasoned conclusions about the significance of the influences on planning, to include the requirement of the relevant early years curriculum and how information is gathered about children through observations and assessments and by sharing information with other professionals, parents and children. Learners must examine the strengths and limitations of different influences and approaches. They must justify and make recommendations of the most effective approaches in different contexts and situations, reaching a reasoned conclusion about the extent to which the influences and approaches impact on planning.

Learners must draw together their understanding from each learning aim to articulate their arguments clearly and professionally on the importance of observation and assessment for planning, with reference to the early years curriculum appropriate to where the qualification is being delivered. They will draw a conclusion about the extent to which observation assessment impacts on planned activities. They must give reasons, supported by examples, why planning that takes into account assessments of individual children will be successful in meeting their individual play, learning and development needs.

**For merit standard,** learners must examine how observations are planned and carried out. They must reach a justified conclusion about their effectiveness in providing a reliable assessment of a child's play, learning and development needs and interests.

Learners must examine influences in some detail and make judgements about the significance of each when planning for play, learning and development. You must expect them to explore the relevant curriculum, showing an understanding of statutory assessment and planning requirements. Learners must also reach a justified conclusion about the importance of reliable observations and information sharing with colleagues, other professionals and parents, and the extent to which each approach contributes to planning for play that meets the child's needs and interests.

**For pass standard,** learners must give a detailed account of how observation is used, with examples from an early years setting. They must give supported reasons why observation is important for an understanding of a child's interests, needs and development. Learners must come to a conclusion about how the information that is gained through observation helps early years professionals to know what must be planned to promote children's learning and development further.

Learners must consider the influences that impact on planning for play, learning and development. They must show an understanding of the importance of taking into account the requirements of the relevant statutory curriculum. They must explore how information about a child can be gained through observation and discussions with colleagues, other professionals and parents, and give reasons why this is important for planning.

## Learning aims B and C

**For distinction standard,** learners must draw valid conclusions about the success of their planning and implementation of activities. They must take account of the observations and assessment of the selected child with reference to their own role, the environment and resources. Learners must explore any limitations to their planning in relation to the assessment of the child's needs, making justified, realistic recommendations for improvement. They must give reasoned examples of how their activity supported the child with reference to their assessment of the child's involvement in the play, what they learned and the aspects of development the activity supported and how.

**For merit standard,** learners must give justified reasons for selecting each method of observation in relation to the context, environment and aspect of development they are observing. They must arrive at a reasoned conclusion about the reliability of each method selected with reference to any weaknesses and how these have been overcome. They must reflect on their observations to give reasoned, analytical judgements about the validity of the observational evidence, to include the possibility of bias for assessing a child's needs.

Learners must come to a reasoned conclusion about how they have taken into account the child's interests, needs and stage of development, based on their observations for activity planning. They must consider the effectiveness of plans and whether they met their intended aims. Learners must look at the interrelationship of different aspects of their planning, for instance the needs of the child, the use and suitability of the environment and resources when analysing their success. Learners must identify weaknesses in their planning and its implementation and suggest realistic solutions.

**For pass standard,** learners must present five coherent observation plans for a selected child, using five different methods. Each observation must be based on a different area of the child's development. They must show they have selected appropriate methods for observing the child relevant to the information to be gathered, time available and environment. Learners must carry out the observations fully, correctly and confidentially in order to identify the child's stage of development. Observation records must be presented in a format appropriate for use in early years settings. Learners must use their observations to make reasoned judgements about the stage of development the selected child has reached, referring to developmental milestones from a recognised source. They must make clear links to where theories can be applied to understanding, for instance how Bowlby's theory of attachment explains a baby's reactions to new people.

Learners must present three coherent activity plans that take into account the development needs and interests of the child observed. Learners must show that they have considered relevant issues that may affect planning such as the environment and available resources. Learners must refer to the requirements of the relevant home curriculum for the age/stage of the child. Plans must be presented in a format appropriate for scrutiny and where possible used by early years professionals and settings.

Learners must explain their three activities and give examples of the child's enjoyment, involvement and the specific ways the activity supported their learning and development. Learners' evidence may be supported by feedback from early years professionals. Learners must consider what went well and not so well and what they might have planned differently, referring to the aims and different aspects of their planning. They must take into account the child's age, stage of development and interests, the environment and selected resources.

Learners completing the Practical Evidence Portfolio (PEP) should cross-reference evidence between learning aims B and C of this unit and corresponding CPLD 2 of the PEP.

## Links to other units

The assessment for this unit should draw on knowledge, understanding and skills developed from:

- Unit 1: Children's Development
- Unit 2: Development of Children's Communication, Literacy and Numeracy Skills
- Unit 3: Play and Learning
- Unit 4: Enquiries into Current Research in Early Years Practice
- Unit 5: Keeping Children Safe
- Unit 6: Children's Physical Development, Care and Health Needs
- Unit 7: Children's Personal, Social and Emotional Development
- Unit 8: Working with Parents and Others in Early Years
- Unit 10: Reflective Practice
- Unit 11: The Early Years Foundation Stage.

## Employer involvement

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.



# Unit 10: Reflective Practice

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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## Unit in brief

Learners explore theories and approaches of reflective practice in order to apply them to their work in an early years setting and plan for personal development.

## Unit introduction

When you have completed any work it is good practice to think about how you approached it and how you could develop and improve the way in which you carried it out. In this unit, you will explore the importance of reflective practice in early years settings, considering how it can bring about improvements in knowledge, skills, attitudes and practice. Exploring theories and approaches will help you to understand how reflective practice can become part of your everyday activities.

You will learn the importance of continuous reflection and the skills and knowledge needed to take part in reflective practice so that you can apply them in your own work placement setting. You will learn how to reflect on all areas of your work with children, families, colleagues and others involved in the planning and care of children in the early years setting. You will need to keep evidence of your professional development over time in your Practical Evidence Portfolio (PEP), demonstrating that you have reflected on and improved your skills, attitude and practice and can carry out your duties competently. To complete the assessment task within this unit, you will need to draw on your learning from across your programme.

Reflective practice is an important skill for all those working with children and will help you to progress your career and higher level study in the early years sector.

## Learning aims

In this unit you will:

- A** Understand the purpose of reflective practice in relation to improving early years provision and practice
- B** Investigate theories and approaches for reflective practice
- C** Develop reflective practice skills in an early years setting.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Understand the purpose of reflective practice in relation to improving early years provision and practice	<b>A1</b> How early years professionals use reflective practice	A report on the purpose of reflective practice and the theories and approaches that can be used by those working in early years.
<b>B</b> Investigate theories and approaches for reflective practice	<b>B1</b> Theories for reflective practice <b>B2</b> Approaches to reflective practice	
<b>C</b> Develop reflective practice skills in an early years setting	<b>C1</b> Reflective practice skills <b>C2</b> Demonstrate reflective practice skills	A PEP demonstrating how learners have applied and used skills of reflective practice in their own work placement setting.

## Content

### **Learning aim A: Understand the purpose of reflective practice in relation to improving early years provision and practice**

#### **A1 How early years professionals use reflective practice**

- Monitoring, evaluating and revising own practice.
- Improving own skills and practical competence.
- Improving subject knowledge, to include English, maths.
- Supporting continuous quality improvement.
- Factors that shape own and others' behaviours, beliefs, values, attitudes and approaches.
- Ways in which reflective practice can bring about change in own and others' behaviours, beliefs, values, attitudes and approaches.
- Continuous reflection for building on progress and checking that changes in practice are having the desired effect.
- The role of others in supporting own reflective practice and continual personal and professional development.
- A shared understanding through collaboration and dialogue between professionals.
- Engaging in continuing professional development in relation to the changing context of the early years sector.

### **Learning aim B: Investigate theories and approaches for reflective practice**

#### **B1 Theories for reflective practice**

- Schön – reflection in action and reflection on action.
- Gibbs – reflective cycle.
- Kolb – experiential learning.

#### **B2 Approaches to reflective practice**

- How and where to seek information about current best practice in early years settings.
- Sources of information on own practice, to include feedback from colleagues, children and families.
- Seeking a critique of skills, knowledge and practical competence through peer reviews, observations, mentoring and critical friend model.
- How to gather and record information in order to engage in continuing professional development (CPD).
- Recognising influences on own knowledge, skills and practical competence, to include experiences, values and own education.

### **Learning aim C: Develop reflective practice skills in an early years setting**

#### **C1 Reflective practice skills**

- Objectivity, open-mindedness and being self-critical without negativity.
- Thinking and analytical skills.
- Planning and organisational skills.
- Communication: verbal and non-verbal.
- Principles and values for working in early years.
- Current best practice in early years.
- Working cooperatively with colleagues, children and their families and other professionals.

**C2 Demonstrate reflective practice skills**

- Select and use appropriate theories and tools of reflection, to include SMART (specific, measurable, achievable, realistic, time-related) targets and SWOT (strengths, weaknesses, opportunities, threats) analysis.
- Your own role, responsibilities and limitations in own early years setting.
- Reflect on the effectiveness of theories for own reflective practice.
- Reflect on own practice in working cooperatively with colleagues, children and families using the setting and others.
- Reflect on own practice in promoting diversity, equality and inclusion.
- Develop a PEP, including evidence of carrying out core aspects of practice competently.
- Adapt practice in response to taking part in reflection.
- Use feedback received from teachers, colleagues, children and their families to improve own practice.

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Understand the purpose of reflective practice in relation to improving early years provision and practice</b>		<b>AB.D1</b> Evaluate how theories and approaches to reflective practice support an improvement in professionals' knowledge, skills and practical competence in early years settings.
<b>A.P1</b> Explain the purpose of reflective practice in early years.	<b>A.M1</b> Assess how reflective practice contributes to professional development in early years.	
<b>Learning aim B: Investigate theories and approaches for reflective practice</b>		<b>C.D2</b> Evaluate the extent to which own reflective practice has impacted on the experience of children and families in own early years setting.
<b>B.P2</b> Explain theories for reflective practice. <b>B.P3</b> Explain approaches for reflective practice for personal development.	<b>B.M2</b> Assess how theories and approaches are used in supporting early years practice in own workplace setting.	
<b>Learning aim C: Develop reflective practice skills in an early years setting</b>		<b>C.D3</b> Evaluate the effectiveness of reflective practice in supporting continuous quality improvement in early years settings.
<b>C.P4</b> Discuss own skills, attitudes and experience relevant to work in early years settings. <b>C.P5</b> Demonstrate reflective practice in relation to own work in an early years settings.	<b>C.M3</b> Analyse influences on the development of own knowledge, skills and practical competence. <b>C.M4</b> Demonstrate effective reflective practice in relation to own work in early years settings.	

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, B.P2, B.P3, A.M1, B.M2, AB.D1)

Learning aim: C (C.P4, C.P5, C.M3, C.M4, C.D2, C.D3)

## Further information for teachers and assessors

### Resource requirements

For this unit, learners must have access to a work placement in an early years setting.

### Essential information for assessment decisions

#### Learning aims A and B

**For distinction standard,** learners must articulate arguments and views concisely and professionally to evaluate how two relevant theories and at least three other approaches to reflective practice can support improvement in the knowledge, skills and practical competence of early years professionals. Learners must use detailed analysis and research of how the theories and approaches are applied to reflective practice to reach justified conclusions to their importance and significance for early years provision.

**For merit standard,** learners must make a detailed assessment of how reflective practice can improve the attitudes, knowledge and skills of professionals in an early years setting. They must develop their evidence, using examples from less familiar situations, to come to a reasoned conclusion about the importance of and extent to which reflective practice can contribute to the improvement of early years provision.

Learners must make reasoned, analytical judgements involving comparison, discussion and justification to assess the characteristics of two selected theories and at least three approaches to reflective practice. Learners must consider the process involved when using each theory and approach and use their analysis and research to reach valid recommendations about the extent to which each can support practice in own setting(s).

**For pass standard,** learners must explain why reflective practice is essential when working in early years settings. They must provide evidence to support their opinions and views, relating reflective practice to occupational roles and expectations, to arrive at a conclusion about how reflective practice can change attitudes and improve skills and practice in early years settings.

Learners must explain details of two theories of reflective practice, including their purpose, and explain how each theory can be used to support early years professionals to engage in reflective practice. It is expected that learners will relate the theories to well-defined or familiar early years contexts and situations.

Learners must explain how professionals gather evidence of their own practice during, and after, an activity. They must explain processes for seeking feedback from colleagues, children and their families and other professionals, for example through mentoring or peer review. Learners must also explain where to find published information to support their practice, to include workplace policies. Learners must explain how they record evidence from each source of information and feedback, and how this contributes to self-knowledge and helps professionals to reflect on, and develop, their practice.

#### Learning aim C

**For distinction standard,** learners must make clear links between the changes in their attitudes, knowledge and practice, drawing on the evidence in their PEP to evaluate the extent to which their own reflective practice has impacted on the children and families that use the setting. Learners must provide supported evidence for their conclusions and make clear the links between their own development and the quality of the experience for children and families in their setting(s).

Learners must come to a conclusion about the importance of engaging in reflective practice and how it can lead to quality improvements in practice, supporting their opinions with examples from their own workplace setting(s) and evidence from their PEP. Learners will demonstrate that they understand that reflective practice must be part of everyday practice and part of a cycle of review to ensure continuing professional development.

**For merit standard,** learners must analyse how their skills, attitudes and practice have been influenced, exploring the factors that have helped them to prepare for the programme of study and to undertake work in early years settings.

Learners must monitor their progress through reflective practice to look at how their practice has improved over time. Learners must show that they have looked critically at a range of evidence to include their own reflections, feedback from others and personal research into best practice. They must give specific, detailed examples of how reflective practice has been effective in modifying or changing the way they approach their work. Examples must include everyday and more complex work tasks carried out in their work placement.

**For pass standard,** learners must discuss their skills, attitudes and experience relevant to working in the early years sector. They may have relevant experience such as caring for and supporting young children in their own family. Learners must explore each of these aspects, not just state them, explaining how they have acquired the skills and why their attitude, skill or experience is relevant to the tasks they must undertake in their work placement.

Learners must show how they have planned and used opportunities to develop their skills, knowledge and practice and have maintained records to be used in reviews. They must provide evidence with reference to the PEP criteria in Form CPLD 1 that are mapped to the early years educator requirements. For example, learners may have used skills in following risk management (Form CPLD 1, skill 8), or planning an outing for children (Form CPLD 1, skill 18), to show that they have reflected on everyday work activities. They must provide evidence that they have gained feedback on their performance from others supported by supervisor and assessor observation and reports, Form CPLD 3 and Form CPLD 4. They should look at tasks that are repeated and how, through reflection and/or feedback, they have changed their approach to the tasks. Learners should show knowledge of best practice from their research and workplace policy and how they have applied it to their work.

Learning aim C will cross-reference evidence to the corresponding CPLD forms 1–4 in the PEP.

### Links to other units

The assessment for this unit should draw on knowledge, understanding and skills developed from:

- Unit 1: Children's Development
- Unit 2: Development of Children's Communication, Literacy and Numeracy Skills
- Unit 3: Play and Learning
- Unit 4: Enquiries into Current Research in Early Years Practice
- Unit 5: Keeping Children Safe
- Unit 6: Children's Physical Development, Care and Health Needs
- Unit 7: Children's Personal, Social and Emotional Development
- Unit 8: Working with Parents and Others in Early Years
- Unit 9: Observation, Assessment and Planning
- Unit 11: The Early Years Foundation Stage.

### Employer involvement

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.

# Unit 11: The Early Years Foundation Stage

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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## Unit in brief

Learners study the structure and purpose of the Early Years Foundation Stage (EYFS) framework, demonstrating own skills to support children towards the statutory requirements.

## Unit introduction

Every child deserves the best possible start and the opportunity to grow and thrive. High-quality early years education is one of the most important factors in a child's development. The Early Years Foundation Stage (EYFS) is a statutory framework for early years educators in England to follow to ensure that they meet the diverse needs of all the children in their setting and help them to fulfil their potential.

In this unit, you will look at the principles, themes and aims of the EYFS and how these can influence the way that the curriculum is organised. You will study the learning and development requirements and how they prepare children for school by the time they reach the age of five years. The learning and development requirements of the EYFS are organised into seven areas. You will consider the interrelationship between them and how this influences the planning of educational programmes towards early learning goals. You will examine safeguarding and welfare requirements of the EYFS and reflect on their importance for children's learning and development. Finally, you will demonstrate your own skills in supporting children's progress and meeting safeguarding and welfare requirements in your own work placement setting.

This unit will prepare you for a variety of careers as an early years educator in the private, voluntary or state sector, or allow progression to higher education studies in early years education or management.

## Learning aims

In this unit you will:

- A** Understand the legal status, principles, themes and aims of the Early Years Foundation Stage
- B** Examine the learning and development and assessment requirements of the Early Years Foundation Stage
- C** Examine the safeguarding and welfare requirements of the Early Years Foundation Stage
- D** Apply skills to support children's progress towards early learning goals and to meet safeguarding and welfare requirements of the Early Years Foundation Stage.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Understand the legal status, principles, themes and aims of the Early Years Foundation Stage	<b>A1</b> The legal status of the EYFS <b>A2</b> Principles, themes and aims of the EYFS	A training programme that evaluates the legal status, structure and purpose of the EYFS and the requirements relevant to children's learning and development, assessment, safeguarding and welfare requirements.
<b>B</b> Examine the learning and development and assessment requirements of the Early Years Foundation Stage	<b>B1</b> Learning and development requirements <b>B2</b> Assessment requirements	
<b>C</b> Examine the safeguarding and welfare requirements of the Early Years Foundation Stage	<b>C1</b> Safeguarding and welfare requirements	
<b>D</b> Apply skills to support children's progress towards early learning goals and to meet safeguarding and welfare requirements of the Early Years Foundation Stage	<b>D1</b> Support children's learning and development towards early learning goals <b>D2</b> Support the safeguarding and welfare requirements of the EYFS	A reflective account of the skills used in supporting children's progress towards the early learning goals and in safeguarding and promoting their welfare.

## Content

### Learning aim A: Understand the legal status, principles, themes and aims of the Early Years Foundation Stage

#### A1 The legal status of the EYFS

- The scope and legal status of the EYFS.
- Legislation behind the safeguarding and welfare requirement regulations in the EYFS.
- Settings that are governed by the EYFS.
- Definitions of terminology to include statutory guidance, good practice guidance.
- The overall structure of the EYFS, to include the learning and development, assessment and safeguarding and welfare requirements.
- The purpose and process of inspection.

#### A2 Principles, themes and aims of the EYFS

- The overarching principles and themes of the EYFS, to include:
  - the unique child
  - positive relationships
  - enabling environment
  - that children develop and learn in different ways and at different rates.
- How principles are reflected within the early education curriculum requirements.
- The importance of applying the principles to practice.
- How settings apply principles to practice.
- The aims of the EYFS, to include:
  - school readiness
  - reducing inequality
  - health, safety and safeguarding.

### Learning aim B: Examine the learning and development and assessment requirements of the Early Years Foundation Stage

#### B1 Learning and development requirements

- The requirement for planned, purposeful play.
- The areas of learning, to include:
  - the prime areas
  - the specific areas.
- The rationale behind each of the areas of learning in terms of supporting children's overall development.
- The scope of each of the areas of learning.
- The relationship between the prime areas of learning and the specific areas of learning.
- How areas of learning are interrelated.
- Early learning goals.
- The characteristics of learning, to include:
  - playing and exploring
  - active learning
  - creating and thinking critically.
- The importance of balancing adult-led and child-initiated activities.

#### B2 Assessment requirements

- How assessment is used to plan for individual children's progress within the EYFS.
- Assessment requirements, to include:
  - progress check at two years
  - the EYFS profile assessment (EYFSP).
- How information about assessment is shared, to include with parents, with the local authority.

## **Learning aim C: Examine the safeguarding and welfare requirements of the Early Years Foundation Stage**

### **C1 Safeguarding and welfare requirements**

- The rationale behind the safeguarding and welfare requirements.
- The requirement for a safeguarding policy, to include child protection.
- Requirements for staff recruitment, to include suitable people.
- Requirements for training, ongoing supervision and staff appraisal.
- The requirements of the key person role.
- The requirements for staff: child ratios.
- The requirements for the health, safety and security of children, to include:
  - administering medicines
  - provision of food and drink
  - accident and injury
  - risk assessment
  - outings.
- The requirements for managing behaviour.
- The requirements for the safety and suitability of premises, environment and equipment.
- The requirements for equal opportunities.
- The requirements in relation to information and records, to include:
  - confidentiality of information
  - provision of information for parents and carers
  - circumstances when Ofsted must be notified.

## **Learning aim D: Apply skills to support children's progress towards early learning goals and to meet safeguarding and welfare requirements of the Early Years Foundation Stage**

### **D1 Support children's learning and development towards early learning goals**

- How to plan play and activities to support children's progress in each of the areas of learning.
- How to plan for purposeful and playful activities.
- How to identify children's needs and interests, e.g. observations, discussions with key persons.
- How to balance adult-led and child-initiated activities.
- How to support and extend children's learning and thinking, to include sustained shared thinking.
- How to lead and support children's progress in more than one area of learning.
- How to carry out observational assessment and record children's progress.
- How to promote diversity, equality and inclusion.

### **D2 Support the safeguarding and welfare requirements of the EYFS**

- How to act on own responsibilities in relation to:
  - safeguarding and promoting health and safety.
  - safety and security.
- How to assess risk.
- How to identify and provide for children's physical welfare needs.
- The importance of recognising and recording changes in children's behaviour.
- How to value diversity and promote equality of opportunity and anti-discriminatory practice.
- How to record and manage accurate and coherent information about children.
- How to pass information to those who need to know, to include maintaining confidentiality.

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Understand the legal status, principles, themes and aims of the Early Years Foundation Stage</b>		
<b>A.P1</b> Explain the legal status of the EYFS and process of inspection.	<b>A.M1</b> Analyse how the structure, principles, themes and aims of the EYFS shape practice in early years settings.	
<b>A.P2</b> Explain the structure, principles, themes and aims of the EYFS.		
<b>Learning aim B: Examine the learning and development and assessment requirements of the Early Years Foundation Stage</b>		
<b>B.P3</b> Explain how learning and development and assessment requirements of the EYFS influence the development of educational programmes.	<b>B.M2</b> Assess the extent to which the learning and development and assessment requirements of the EYFS prepare children for school at the age of five years.	
<b>B.P4</b> Explain how educational programmes in an early years setting provide opportunities across areas of learning in the EYFS.		
<b>Learning aim C: Examine the safeguarding and welfare requirements of the Early Years Foundation Stage</b>		<b>A.D1</b> Evaluate importance of a Statutory Framework for the EYFS for children's life chances.
<b>C.P5</b> Explain the safeguarding and welfare requirements of the EYFS.	<b>C.M3</b> Assess the importance of meeting safeguarding and welfare requirements for children's learning and development.	<b>BC.D2</b> Evaluate the impact of the EYFS requirements for learning and development, assessment and safeguarding and welfare on practice in early years settings.
<b>Learning aim D: Apply skills to support children's progress towards early learning goals and to meet safeguarding and welfare requirements of the Early Years Foundation Stage</b>		
<b>D.P6</b> Plan, lead and record play and educational activities towards early learning goals.	<b>D.M4</b> Demonstrate confidence and independence to plan, lead and record play and educational activities towards early learning goals across areas of learning.	<b>D.D3</b> Demonstrate effective self-management and professional conduct consistently in adhering to the educational and safeguarding and welfare requirements of the EYFS.
<b>D.P7</b> Demonstrate adherence to safeguarding and welfare requirements in the EYFS.	<b>D.M5</b> Demonstrate consistent adherence to safeguarding and welfare responsibilities in the EYFS.	

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A, B and C (A.P1, A.P2, B.P3, B.P4, C.P5, A.M1, B.M2, C.M3, A.D1, BC.D2)

Learning aim: D (D.P6, D.P7, D.M4, D.M5, D.D3)

## Further information for teachers and assessors

### Resource requirements

For this unit, learners must have access to the Statutory Framework for the Early Years Foundation Stage – [www.gov.uk/government/publications](http://www.gov.uk/government/publications).

The Statutory Framework must be current at time of delivery and applicable to England.

### Essential information for assessment decisions

#### Learning aims A, B and C

**For distinction standard,** learners will reach a conclusion as to the relevance and significance of the EYFS for children up to five years. They should use coherent arguments about how putting into practice the principles and themes can improve the experiences of children up to the age of five years and how this improves children's life chances.

Learners must draw on their evidence and understanding of the requirements of the EYFS. They will use reasoned and coherent argument to discuss the impact of the requirements on the policies and procedures of early years settings, the role and responsibilities of the early years professional and how the curriculum is organised.

**For merit standard,** learners will examine the constituent parts of the EYFS, understanding how they relate to each other, then make a reasoned judgement on the significance and influence of the framework for the early years professional role and organisation of the curriculum.

Learners use their own research to explore the learning and development requirements of the EYFS, to include areas of learning, assessment and early learning goals; they will come to a reasoned conclusion involving discussion about how these can ensure 'school readiness'.

Learners must show a good understanding of the safeguarding and welfare requirements, to include less familiar contexts. They must reach a conclusion as to the importance of meeting the statutory requirements for welfare to promote children's learning and development, supported by pertinent examples, and also consider the possible impact of not meeting requirements.

**For pass standard,** learners must recall each of the learning and development requirements and explore each one, giving examples of how early years professionals use them, to include drawing on assessment evidence for planning a range of play and educational activities that meets the needs of children at different ages and stages and with different interests.

Learners must demonstrate an understanding of each of the areas of learning, explaining how these are interrelated. They must give examples of learning activities to explain how they can support children in two or more areas of learning.

Learners must recall the safeguarding and welfare requirements of the EYFS, giving reasons why each aspect is important for children's health, safety and security.

Learners will recall the legislation that underpins the statutory framework. They should identify the settings that are governed by the EYFS and explain the importance of them adhering to the regulations. They should give details of the process of the role and process of Ofsted inspection.

Learners must explain how the information in the EYFS is organised. They should give a detailed account of principles, themes and aims of the EYFS, drawing a conclusion as to its relevance for supporting children in early years settings.

## Learning aim D

**For distinction standard,** learners must demonstrate an excellent understanding of the requirements of the EYFS. They must display a high level of professionalism in their approach to supporting the requirements of the EYFS. They must use own initiative to plan and lead play and educational activities that are effective in supporting children towards the early learning goals. They must demonstrate that they take into consideration welfare and safeguarding requirements in their everyday practice; they will work safely and know, and can follow, procedures. Learners' accounts of their professional skills must be supported by a witness testimony and supervisor and teacher observations and reports.

**For merit standard,** learners must take responsibility for the planning and implementation of two play and educational programmes that will promote learning across more than one EYFS area of learning, clearly identifying the early learning goals with reference to the EYFS. The plans must be detailed and appropriate for use by early years professionals. They must show that they have considered and selected effective strategies to support children towards the targeted goals.

Learners must keep clear evidence of their adherence to safeguarding and welfare requirements supported by witness testimonies. Examples must show that on each occasion learners have selected the most appropriate strategies for the context and age/stage of children. Learners must justify their actions with reference to how their actions have resulted in the promotion of individual children's welfare and have met the requirements of the EYFS.

**For pass standard,** learners must plan and implement two play and educational activities, identifying the early learning goals. They must record their activity clearly, using an appropriate format, showing the strategies they have used and reflecting on their success in supporting children towards the goals.

Learners must keep records of how they have adhered to safeguarding and to welfare requirements on three occasions. Their accounts must be supported by witness testimonies. Learners must make clear links between examples of practice and the requirements of the EYFS.

Learners completing the Practical Evidence Portfolio (PEP) should cross-reference evidence between learning aim D of this unit and the corresponding skills section (Form CPLD 1) of the PEP.

## Links to other units

This unit links to:

- Unit 3: Play and Learning
- Unit 5: Keeping Children Safe
- Unit 17: Services for Children and their Families.

## Employer involvement

The delivery and/or assessment of this unit is linked to employers.

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.

# Unit 12: Children's Development Outdoors

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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## Unit in brief

Learners will study the benefits and features of outdoor play, including the Forest School model. They will plan and support children's learning and development outdoors.

## Unit introduction

Children love playing outdoors and are eager to be outside whatever the weather. You may remember the joy of splashing in puddles and the feeling of freedom when running and playing noisily outside. Children are spending less time outdoors and leading more sedentary lives, which has a negative effect on their health and development. For some children the setting may provide the only opportunity for safe, free outside play.

In this unit, you will investigate the benefits of the outdoors to children's development. You will develop a good understanding of how early years professionals approach outdoor play, how outdoor environments can be organised and the resources that can be provided to support children's development. You will also explore the Forest School model, considering how the natural environment, woodlands and forests can provide challenging activities that support children's all-round development and wellbeing. Finally, you will need to show that you are positive, enthusiastic and well informed about how to plan and support children to develop their ideas and skills through outdoor play.

This unit will prepare you for a variety of careers as an early years educator in the private, voluntary or state sector. The knowledge you gain from this unit will help you to progress to further training as a Forest School practitioner and/or higher education studies in early years education or management.

## Learning aims

In this unit you will:

- A** Investigate the use of outdoor play opportunities in early years settings to promote children's learning and development
- B** Examine the principles of Forest Schools and how they are applied in practice
- C** Plan and support children's development through outdoor play activities.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Investigate the use of outdoor play opportunities in early years settings to promote children's learning and development	<b>A1</b> The benefits of outdoor play for children's learning and development <b>A2</b> Approaches to outdoor play in early years settings <b>A3</b> Resources to support outdoor play	A presentation on the value of outdoor play for children and the approaches and resources used to support effective learning and development.
<b>B</b> Examine the principles of Forest Schools and how they are applied in practice	<b>B1</b> The principles of Forest Schools <b>B2</b> How professionals apply the principles of Forest Schools	A report on the principles of Forest School education and how they are applied in practice by Forest School practitioners.
<b>C</b> Plan and support children's development through outdoor play activities	<b>C1</b> Plan for effective outdoor play <b>C2</b> Support children's development through outdoor play	A portfolio of evidence that shows how learners have applied their knowledge and skills to plan for and support outdoor play for individual children in own placement setting.

## Content

### Learning aim A: Investigate the use of outdoor play opportunities in early years settings to promote children's learning and development

#### A1 The benefits of outdoor play for children's learning and development

- Benefits for children's learning and development, to include:
  - the impact on their wellbeing
  - physical development, including locomotive skills, balance and co-ordination
  - social development, encouraging cooperation and negotiation
  - emotional development, including self-confidence and self-worth
  - cognitive development, including creativity and problem solving.
- The importance of real-world, first-hand experiences for development.
- How outdoor play promotes and maintains a healthy lifestyle.

#### A2 Approaches to outdoor play in early years settings

- The statutory requirement of curricula/frameworks to provide outdoor play opportunities.
- Theories and approaches relevant to outdoor play, including Froebel, Rachel and Margaret McMillan, Fraser Brown.
- How settings plan for outdoor play to meet children's differing capabilities and interests.
- How settings balance indoor and outdoor play experiences.
- Outdoor experiences offered beyond settings, e.g. local parks, woodland.
- The use of outdoor provision to complement and extend indoor provision.
- How to integrate indoor-outdoor provision for free access and movement.
- How settings make use of outdoor environments, including space and natural features.
- How settings plan open-ended activities to support inclusion.
- How settings use naturally occurring, spontaneous outdoor features, e.g. seasonal changes, weather.

(Statutory curricula frameworks must be current at the time of delivery and applicable to where the qualification is being delivered.)

#### A3 Resources to support outdoor play

- The provision of shade and shelter for all-weather opportunities.
- The importance of a variety of surfaces and levels to provide challenge.
- The importance of appropriate clothing and protection for all-year-round outdoor play.
- Resources to support types of play, to include:
  - natural materials, e.g. stones, shells, sand
  - resources for creative and imaginative play
  - resources that give experience of the natural world, e.g. water, growing containers, tools
  - resources for construction and den play
  - resources for challenging physical activity, including for balancing, climbing, riding.
- How resources can be used flexibly to support different types of play.
- Storage that allows children independent access to resources.

## **Learning aim B: Examine the principles of Forest Schools and how they are applied in practice**

### **B1 The principles of Forest Schools**

- Influences on the philosophy and ethos of Forest Schools, to include Fröebel, Pestalozzi, the Institute for Earth Education.
- The importance of children directing their own learning.
- Outdoor activities can take place throughout the year in different weathers.
- Core principles of Forest School education, to include:
  - that forest experiences should take place regularly to enable development
  - the importance of the relationship between the child and the natural world
  - the importance for the holistic development of children, including spiritual development
  - planned experiences take account of children's ability and the environment
  - that lead practitioners must hold a Forest School qualification
  - that experiences must be child centred.
- The importance of balancing risk and benefit and challenge.

### **B2 How professionals apply the principles of Forest Schools**

- How philosophy and practice may be adapted in different settings.
- How strategies are used, to include:
  - building on children's innate motivation
  - providing challenging experiences
  - promoting self-esteem and self-awareness
  - being responsive to children's interests and needs
  - encouraging children to manage own risk
  - agreeing rules and boundaries with children.
- Ways that cooperation is promoted between children and with adults.
- How practitioners use experiences to support all areas of the curriculum.
- How environments and resources are managed to enable children to use own initiative and problem solve.
- How natural elements are used, to include water, fire, earth, air.
- How experiences are linked to a child's home or early years setting.
- How observation is used to support individual needs and interests and plan follow-up experiences.

## **Learning aim C: Plan and support children's development through outdoor play activities**

### **C1 Plan for effective outdoor play**

- Organisation of the outdoor space and resources to enable freedom to explore.
- How to actively involve children in decisions about outdoor provision, including safe play.
- How to use parks, woodland and public spaces to extend and support outdoor learning.
- How to carry out risk and benefit assessment.
- How to implement behavioural boundaries, balancing safety with freedom.
- How to take account of children's interests and abilities.
- How to plan challenging play activities that support children's:
  - physical development
  - imagination and creativity
  - problem solving skills
  - emotional and social development.

**C2 Support children's development through outdoor play**

- How to support learning and development through naturally occurring features, e.g. snow, puddles, plant growth.
- How to use observation for assessment and planning.
- How to support inclusion.
- The importance of a positive attitude to the value of outdoors play.
- How to recognise children's physical capabilities and support further development.
- How to recognise and respond to children's interests.
- How to support child-initiated experiences.
- How to support children's thinking and problem-solving skills.
- How to be a play partner in outdoor activities.

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Investigate the use of outdoor play opportunities in early years settings to promote children's learning and development</b>		<b>A.D1</b> Evaluate the value of opportunities for challenging outdoor play to children's learning and development.
<b>A.P1</b> Explain the benefits of outdoor play for children's learning and development. <b>A.P2</b> Explain approaches to outdoor play in own setting with reference to the requirements of the relevant statutory framework. <b>A.P3</b> Explain resources that can be used to support different types of outdoor play experiences.	<b>A.M1</b> Analyse the contribution of outdoor play to children's learning and development. <b>A.M2</b> Assess the extent to which outdoor play opportunities in own setting meet the requirements of the relevant statutory framework.	
<b>Learning aim B: Examine the principles of Forest Schools and how they are applied in practice</b>		<b>B.D2</b> Evaluate the potential impact on outcomes for children of applying Forest School principles and approaches to own early years setting.
<b>B.P4</b> Explain the principles of Forest Schools. <b>B.P5</b> Explain how the Forest School practitioners apply principles in a natural environment to support a child-centred approach to learning and development.	<b>B.M3</b> Analyse the role of the Forest School practitioner in using the natural environment to support a child-centred approach to learning and development.	
<b>Learning aim C: Plan and support children's development through outdoor play activities</b>		<b>C.D3</b> Demonstrate individual responsibility, professionalism and creativity in your approach to planning challenging and safe outdoor play activities.
<b>C.P6</b> Plan challenging and safe outdoor play activities for children in own setting. <b>C.P7</b> Demonstrate effective practice in supporting outdoor play activities.	<b>C.M4</b> Justify own planning for outdoor play in supporting children's learning and development.	

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of three summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aim: A (A.P1, A.P2, A.P3, A.M1, A.M2, A.D1)

Learning aim: B (B.P4, B.P5, B.M3, B.D2)

Learning aim: C (C.P6, C.P7, C.M4, C.D3)

## Further information for teachers and assessors

### Resource requirements

There are no specific additional requirements for this unit.

### Essential information for assessment decisions

#### Learning aim A

**For distinction standard,** learners must articulate their arguments on the importance and significance of outdoor play for children's learning and development clearly and professionally. They will examine in some detail, the advantages of outdoor play for children, including play that is more challenging. They will reach a justified conclusion about the extent to which outdoor play impacts on each area of a child's learning, development and overall wellbeing.

**For merit standard,** learners must consider all the factors relating to outdoor play provision carefully and draw a reasoned conclusion about how outdoor play promotes each aspect of a child's learning and development. Learners will use relevant examples of different types of outdoor play experience, including those that are less familiar.

Learners must present a detailed examination of the statutory framework for their own work placement relevant to outdoor play. They will use reasoned argument, supported by examples of less familiar experiences, to make clear links between how the setting uses outdoor play and the specific requirements of the statutory framework.

**For pass standard,** learners must give clear details of how outdoor play can promote children's learning and development. Learners may refer to the different play types most commonly used in settings. Learners will make relevant links to how the play supports areas of development giving reasons, for instance play that involves building a den can promote cognitive development as it requires children to problem solve.

Learners must recall approaches to outdoor play used in own workplace setting. They will give reasons for each approach, for example extending children's indoor experience to the outdoors or giving experiences available only outdoors. Learners will make links to the relevant sections and learning aims of the statutory framework for the setting.

Learners must consider the different resources that are used in familiar play types. They will suggest reasons why resources are appropriate for different types of play, including how they can provide challenge. They must also explain the importance of providing resources that can be used flexibly by children to support different types of play, for example a piece of fabric becoming a den or used as a cape.

#### Learning aim B

**For distinction standard,** learners must show an in-depth understanding of the principles of Forest Schools. They will make suggestions about the practical ways in which these principles are applied in early years settings (not Forest Schools), using examples from their own experiences in an early years setting where they undertook a work placement or one with which they are familiar. Learners must examine how the principles are applied in less familiar contexts and situations. They will draw valid conclusions about how Forest School approaches can impact on different aspects of children's development and overall wellbeing.

**For merit standard,** learners must examine how the Forest School practitioner uses observation to plan for the specific needs and capabilities of children to enable them to lead and control their learning. Learners must consider the interrelationships between the principles of the approach and strategies used, considering the balance between challenging children and maintaining health and safety.

**For pass standard,** learners must recall their knowledge of the principles of Forest Schools and come to a conclusion about the impact that each principle may have on learning and development.

Learners will give a detailed account of how Forest School practitioners use the natural environment, with reference to key principles, supported by examples. They must make clear links between the examples given and how the child is placed at centre of the outdoor experience. Learners will explore ways in which the practitioner recognises and responds to the individual capabilities and needs of each child, including the use of observation.

### Learning aim C

**For distinction standard,** learners must demonstrate a high level of professionalism in their approach to planning outdoor play activities. They will show imagination and creativity in their planning and choice of resources. They must show that they observe children in their play to enable them to take into account the children's capabilities and interests, so they provide opportunities and resources that challenge and fully engage children in their outdoor play. In their planning learners must demonstrate that they can balance challenge while maintaining safety.

**For merit standard,** learners must give reasons for their planning, showing how they have taken into account the children's interests, needs and stage of development when planning for outdoor play activities. They will give supported evidence of how the plans, to include their choice of environment and resources, have been effective in supporting different aspects of children's learning and development. Learners will also consider the negative impact of a lack of opportunity for outdoor play.

**For pass standard,** learners must show how they have considered and planned five outdoor play activities in familiar situations and within the limitations of their own responsibilities. They will include plans for individual children from two age ranges, 2 years up to 4 years and 4 years up to 7 years, 11 months. Learners working with children with additional needs may include plans for children 8 years up to 11 years. They must take the capabilities, needs and interests of individual children into account and identify appropriate learning and development aims. Learners will explain their choice of environment and resources and consider the safety risks versus the benefits for children taking part. Learners must show they have taken responsibility for maintaining records of the support for the planned outdoor play activities. Their examples of practice will demonstrate that the support they have given is appropriate for each individual child, taking into account their differing needs, interests and capabilities. Learners must demonstrate their knowledge of best practice approaches.

Learners should cross-reference evidence between learning aim C of this unit, the corresponding Form CPLD 1 and the skills and competencies section of the Practical Evidence Portfolio (PEP).

### Links to other units

This unit links to *Unit 3: Play and Learning*.

### Employer involvement

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.



## Unit 13: Healthy Eating in the Early Years

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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### Unit in brief

Learners will study the nutritional needs of children and how to encourage healthy eating. They will plan food preparation activities and follow safety and food hygiene procedures.

### Unit introduction

We regularly hear of reasons why children should avoid junk food, but what should children really be eating and drinking, and how can you encourage them to eat and drink healthily?

In this unit, you will learn about the nutritional needs of children and how to provide food and drink to ensure they are healthy and developing well. Adults have an influence on children's food preferences; this can be both positive and negative so it is important that you know how to encourage children to make healthy choices. One strategy that can promote healthy eating is by children taking part in food preparation activities. You will learn the value of food preparation with children and how to plan safe and fun activities to promote their understanding of food and develop their learning and skills. Healthy eating also involves hygienic practice in the preparation and serving of food and you will examine practice and procedures for early years settings that meet current legislation and statutory guidelines.

Alongside this unit you may consider further training and a qualification in basic food hygiene. This unit will prepare you for a variety of careers in each of the services studied, in the private, voluntary or state sector. The knowledge you will gain from this unit will help you to progress to higher education studies in early years health, social care, education or management.

### Learning aims

In this unit you will:

- A** Investigate how to provide food to promote health and development and encourage children to eat healthily
- B** Explore the value of food preparation for children and how to plan safe and purposeful activities
- C** Examine the role of the early years professional in preparing and serving food safely.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Investigate how to provide food to promote health and development and encourage children to eat healthily	<b>A1</b> Foods for health and development <b>A2</b> How to encourage healthy eating	A report that includes the nutritional needs of children, influences on their healthy eating and the importance of working in partnership with parents.
<b>B</b> Explore the value of food preparation for children and how to plan safe and purposeful activities	<b>B1</b> The value of food preparation for children <b>B2</b> How to plan safe and purposeful food preparation activities	A plan detailing food preparation activities suitable for children of different ages.
<b>C</b> Examine the role of the early years professional in preparing and serving food safely	<b>C1</b> Safe food practice	A report highlighting the responsibilities of early years professionals in ensuring children's health and safety when preparing and serving food.

## Content

### Learning aim A: Investigate how to provide food to promote health and development and encourage children to eat healthily

#### A1 Foods for health and development

- Nutrients required by children and their role in health and development, to include:
  - protein
  - fats
  - carbohydrates
  - vitamins
  - minerals.
- Foods that contain the nutrients children need.
- Current expert guidance in relation to the provision of food and drink for children aged up to seven years 11 months, to include:
  - weaning
  - portion size
  - prevention of dental decay.
- The individual dietary needs of children, to include:
  - allergies
  - food intolerance
  - restrictions due to social, cultural or religious reasons.
- How to work with parents and/or carers to ensure food and drink meets the individual needs of children.

#### A2 How to encourage healthy eating

- That it is important to encourage children to experience as many foods as possible.
- The factors that affect attitudes towards food, e.g. food as reward, insistence on finishing food.
- How to work in partnership with parents/carers to encourage children to develop healthy eating habits.
- How to organise snack and mealtimes to encourage the enjoyment of food.
- How to encourage independence at mealtimes.
- How to involve children in food preparation.

### Learning aim B: Explore the value of food preparation for children and how to plan safe and purposeful activities

#### B1 The value of food preparation for children

- Food preparation, to include cooking activities.
- How food preparation encourages:
  - children to try new tastes
  - healthy food choices.
- How food preparation leads to an understanding of nutrition.
- Benefits to social and emotional development.
- Links to areas of learning and development, to include:
  - science concepts, e.g. properties of ingredients, how things change
  - literacy, e.g. following recipes, new vocabulary
  - physical skills, e.g. coordination, fine motor control
  - mathematical development, e.g. counting, measuring
  - creativity, e.g. modifying recipes, decorating and presenting of food.
- How food preparation activities help children to learn about other cultures.

**B2 How to plan safe and purposeful food preparation activities**

- How to risk assess activities.
- How to ensure hygiene.
- How to ensure children’s participation and inclusion.
- How to support independence.
- Appropriate food preparation activities, e.g. bread-making, pizzas, snacks and smoothies.
- How to create plans for food preparation activities, to include:
  - adult role/involvement
  - resources/equipment
  - ingredients
  - timings
  - supervision.
- How to take into consideration children’s allergies and intolerances.
- How children’s learning can be supported across learning areas.
- How children’s physical skills can be supported and developed.

**Learning aim C: Examine the role of the early years professional in preparing and serving food safely****C1 Safe food practice**

- The responsibilities of those preparing and serving food in early years settings.
- Current legislation and statutory guidance governing food hygiene and food safety.
- Policy, practice and procedures relevant to preparing and serving food.
- The importance of serving foods to meet the needs of children with food allergies and intolerances.
- The importance of personal hygiene, to include effective hand washing.
- How to store food safely.
- How to prepare food safely.
- Cleaning routines, to include cleaning of utensils, surfaces, floors and food storage areas.

(Legislation and statutory guidance must be current at the time of delivery and applicable to England or Northern Ireland, as appropriate to where the qualification is being delivered.)

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Investigate how to provide food to promote health and development and encourage children to eat healthily</b>		<b>A.D1</b> Evaluate the role of partnership working with parents in relation to the provision of food and in encouraging children's health eating habits.
<b>A.P1</b> Explain the impact of nutrients on children's health and development.  <b>A.P2</b> Explain current expert dietary guidance for children up to two years and two years up to seven years 11 months.	<b>A.M1</b> Assess a selected child's diet in relation to current expert guidance.  <b>A.M2</b> Analyse the role of the early years professional in encouraging children's healthy eating habits.	
<b>Learning aim B: Explore the value of food preparation for children and how to plan safe and purposeful activities</b>		<b>B.D2</b> Evaluate activity plans in terms of ensuring children's safety and the benefits for their health, learning and development.
<b>B.P3</b> Explain the benefits of food preparation activities to children's health, learning and development.  <b>B.P4</b> Plan two safe and purposeful food preparation activities for a group of children aged two years up to four years and four years up to seven years 11 months.	<b>B.M3</b> Justify activity plans in terms of ensuring children's safety and in the benefits for their health, learning and development.	
<b>Learning aim C: Examine the role of the early years professional in preparing and serving food safely</b>		<b>C.D3</b> Evaluate the extent to which an early years setting contributes to children's health and development through policies procedures and activities relating to food.
<b>C.P5</b> Explain responsibilities and practices for working safely in an early years setting when preparing and serving food to children.	<b>C.M4</b> Analyse policy and procedures in an early years setting for preparing and serving food safely.	

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of three summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aim: A (A.P1, A.P2, A.M1, A.M2, A.D1)

Learning aim: B (B.P3, B.P4, B.M3, B.D2)

Learning aim: C (C.P5, C.M4, C.D3)

## Further information for teachers and assessors

### Resource requirements

There are no specific additional requirements for this unit.

### Essential information for assessment decisions

#### Learning aim A

**For distinction standard,** learners must articulate the importance of building professional relationships in relation to food provision clearly and concisely, including sharing information about children's individual food needs. Learners will reach valid and reasoned conclusions about the contribution of partnership working in promoting and maintaining children's health and encouraging healthy food choices.

**For merit standard,** learners must describe the diet of a child selected from their own work placement or described in a case study. They will make comparisons with current nutritional and portion guidance and reach a conclusion about how far the child's diet meets these guidelines and where it could be improved, giving reasons.

Learners must give a clear account of different aspects of the professional's role and the strategies they use to encourage healthy eating. They will arrive at a reasoned conclusion about the relevance of the strategies used.

**For pass standard,** learners must recall the nutrients children need and give a clear account of the role and importance of each to their health and development.

Learners will explain current, expert guidance for their home country with reference to their source. They must give details of the nutrients needed and examples of the foods that can form an appropriate diet for children from birth up to two years and from two years up to seven years 11 months. Learners must explore different influences in early years settings on children's positive and negative attitudes to food. They will reach a conclusion about the impact on children's food likes and dislikes and on developing healthy eating habits.

#### Learning aim B

**For distinction standard,** learners must examine the relevance and significance of each aspect of their plans, taking account of strategies to reduce risk, how they will encourage children to make healthy food choices and the extent to which they are likely to promote learning and development across curriculum learning areas. Learners will reach a valid and justified conclusion about the strengths and weaknesses of their planning, making realistic recommendations for improvement.

**For merit standard,** learners must give supported reasons for their choice of approach, timing, environment and resources, also considering how their plans will maintain children's safety. Learners will arrive at a reasoned conclusion about the strengths of their plans for promoting children's health, learning and development.

**For pass standard,** learners must arrive at a conclusion about the value of food preparation activities. They will use selected, relevant examples to make clear links to how activities can encourage healthy food choices, develop children's understanding of food and promote learning and development.

Learners must produce two coherent plans for small groups of children; one for children two years up to four years and one for children four years up to seven years 11 months. The plans will be professionally produced and suitable for implementation in an early years setting. Learners must show how they have planned food activities that take into account the capabilities and needs of children, the environment, timing and resources. They will identify safe practice and aims for children's health, learning and development.

## Learning aim C

**For distinction standard**, learners must synthesise their learning across learning aims to articulate their arguments clearly and professionally. They will reach a justified conclusion about the impact of policies, procedures and planned activities relevant to food on children's health, learning and development.

**For merit standard**, learners must examine, in some detail, policy and procedures for preparing and serving food in an early years setting. They will make clear links to relevant legislation and statutory guidance. Learners must make a reasoned judgement about the significance of each procedure by considering the relationship between following procedures and keeping children safe from food-related illnesses.

**For pass standard**, learners must recall well-defined and familiar procedures used in an early years setting when preparing and serving food, coming to a reasoned conclusion about the importance of following procedures to promote and maintain children's health.

## Links to other units

- This unit links to:
- Unit 5: Keeping Children Safe
- Unit 6: Children's Physical Development, Care and Health Needs
- Unit 18: Working with Children Under 3 Years.

## Employer involvement

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.

## Unit 14: Montessori Approach in Early Years

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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### Unit in brief

Learners will study the principles of the Montessori approach, how these principles are applied in a Montessori setting and the benefits of using Montessori approaches in own practice.

### Unit introduction

Did you know that there are some 700 Montessori schools in the UK? What is the Montessori approach and what makes it so different from other approaches to children's development? It was developed by Dr Maria Montessori based on the understanding that children develop at their own pace and learn best through choosing, trying and doing for themselves. She believed that this approach laid the foundations for future learning.

In this unit, you will learn about the basic principles underpinning the Montessori approach and Dr Montessori's view of children's development. You will explore how Montessori learning environments are organised and how adults observe, plan and support children's learning. You will also look at ways to apply Montessori principles to your own early years practice and the benefits this has for children.

This unit will prepare you for a variety of careers as an early years educator in the private, voluntary or state sector. The knowledge you gain from this unit will help you to progress to further training as a Montessori practitioner and/or higher education studies in early years education or management.

### Learning aims

In this unit you will:

- A** Examine the principles underpinning the Montessori approach and her views on child development
- B** Investigate the organisation of the learning environment and role of professionals in a Montessori early years setting
- C** Explore ways to apply Montessori principles to own early years practice and the benefits for children.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Examine the principles underpinning the Montessori approach and her views on child development	<b>A1</b> The principles of the Montessori approach <b>A2</b> The Montessori view of child development	A report that considers the Montessori philosophy, principles and views of child development and how principles are applied through the organisation and practice in a Montessori early years setting.
<b>B</b> Investigate the organisation of the learning environment and role of professionals in a Montessori early years setting	<b>B1</b> The organisation of a Montessori early years setting <b>B2</b> The role of the professional in a Montessori early years setting	
<b>C</b> Explore ways to apply Montessori principles to own early years practice and the benefits for children	<b>C1</b> How to apply Montessori principles to own practice <b>C2</b> The benefits for children of a Montessori approach	A report that considers ways to apply the Montessori principles in own early years practice and the benefits that this can have for children.

## Content

### Learning aim A: Examine the principles underpinning the Montessori approach and her views on child development

#### A1 The principles of the Montessori approach

- The background and development of the Montessori philosophy.
- The key principles that underpin the effectiveness of the Montessori approach, to include:
  - supporting the child as an active learner
  - respecting the inner life of the child
  - trusting the child's inner motivation
  - providing freedom within limits
  - encouraging the child's inner discipline.
- The pedagogical principles that scaffold the principles, to include:
  - vertical grouping
  - the work-cycle
  - the favourable environment
  - empathetic practitioner.

#### A2 The Montessori view of child development

- That there are four Planes of Development divided into distinctive six-year periods.
- That the first phase of development from birth to six years is characterised by the Absorbent Mind, to include:
  - the unconscious mind from birth to three years
  - the conscious mind from three to six years
  - sensitive periods
  - children's innate drive towards independence, concentration, resilience, self-discipline and social awareness.
- That children pass from one stage of independence to a higher stage through their activity and will.
- How the Absorbent Mind phase is an optimum time for children's learning and development, to include:
  - acquiring knowledge
  - getting to know the environment and people around them
  - developing an acute interest in their environment.

### Learning aim B: Investigate the organisation of the learning environment and role of the professionals in a Montessori early years setting

#### B1 The organisation of a Montessori early years setting

- The features of an effective environment that support Montessori principles.
- The organisation of the environment, to include areas for learning.
- Child-centred planning.
- How learning is organised into periods or 'work-cycle', to include:
  - opportunities for indoor and outdoor play
  - opportunities to play alone or in a group alone or with friends
  - opportunities to explore the natural world.
- The importance of child-sized equipment and furniture.
- Resources, to include:
  - age/stage related
  - hands on/concrete learning materials
  - sensory materials.
- The importance of children's independent access and replacement of resources (cycle of activity).
- How children are grouped vertically in three-year age spans.

**B2 The role of the professional in a Montessori early years setting**

- How professionals ensure that the environment meets each child's changing needs.
- The role of the professional as guide/director of activity.
- How professionals act as role models to encourage positive and socially acceptable behaviour.
- The role of professionals to observe the child's engagement with the environment.
- The importance of planning developmentally appropriate activities.
- The importance of practical life activities.
- The importance of professional knowledge of Montessori philosophy and pedagogy.
- The responsibility to support and observe child-initiated activity.
- The importance of recognising children's sensitive periods/readiness for new learning materials.
- How to share knowledge about children with colleagues and parents.
- Strategies to promote a harmonious environment, to include respectful relationships in the setting and the wider community.

**Learning aim C: Explore ways to apply Montessori principles to own early years practice and the benefits for children****C1 How to apply Montessori principles to own practice**

- How to organise the curriculum, to include:
  - freedom of movement
  - materials for active learning
  - vertical grouping
  - opportunities to explore the natural world.
- How to support active learning.
- How to support and direct child-initiated learning.
- How to support children's independence.
- How to encourage cooperation between children in vertical groupings.

**C2 The benefits for children of a Montessori approach**

- Benefits for children's learning and development, to include:
  - social development through cooperative play
  - emotional development, to include self-confidence and self-esteem
  - cognitive development to include creativity and problem solving.
- The benefits of first-hand experiences of the natural world for holistic development.
- The development of life skills to prepare children for the future.
- How children become independent through making choices and accessing own resources.
- That children learn at own pace.
- How approaches develop inner motivation and discipline.
- How children learn to take responsibility for themselves and the environment.

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Examine the principles underpinning the Montessori approach and her views on child development</b>		
<p><b>A.P1</b> Explain the philosophy and principles of the Montessori approach.</p> <p><b>A.P2</b> Explain the Absorbent Mind phase of development for children from birth to 6 years.</p>	<p><b>A.M1</b> Analyse how Montessori's views on child development has influenced the development of her philosophy and principles.</p>	
<b>Learning aim B: Investigate the organisation of the learning environment and role of professionals in a Montessori early years setting</b>		
<p><b>B.P3</b> Explain the features of a Montessori early years setting to support children's learning and development.</p> <p><b>B.P4</b> Explain the role of the practitioner in an early years Montessori setting to provide a child-centred approach.</p>	<p><b>B.M2</b> Analyse how the features of the practitioner in an early years Montessori setting to provide a child-centred approach.</p> <p><b>B.M3</b> Assess the role of the Montessori practitioner in an early years setting in providing a child-centred approach.</p>	
<b>Learning aim C: Explore ways to apply Montessori principles to own early years practice and the benefits for children</b>		<b>C.D3</b> Evaluate the potential impact on children's learning and development of the application of Montessori principles.
<p><b>C.P5</b> Explain how to apply the principles of the Montessori approach to own early years practice.</p> <p><b>C.P6</b> Explain benefits to children of a Montessori approach.</p>	<p><b>C.M4</b> Analyse the implications for own practice of the application of the Montessori approach.</p>	

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, AP.2, B.P3, B.P4, A.M1, B.M2, B.M3, A.D1, B.D2)

Learning aim: C (C.P5, C.P6, C.M4, C.D3)

## Further information for teachers and assessors

### Resource requirements

There are no specific additional requirements for this unit.

### Essential information for assessment decisions

#### Learning aims A and B

**For distinction standard,** learners must research Montessori principles and views on childhood and demonstrate an in-depth understanding. They will draw on their research to articulate their argument concisely and professionally and arrive at a justified conclusion about how Montessori principles and views have been shaped by Dr Montessori's ideas about child development. Learners will look at how this impacts the way that the setting organises the curriculum, including materials and resources, the role of the practitioner and resources used.

**For merit standard,** learners will consider Montessori's view on how children develop carefully, analysing in detail what she meant by the first phase of development being the optimum time for development. They will then examine the interrelationships between this view of child development and her philosophy and principles, giving realistic examples of the influences.

Learners must examine all aspects relating to the Montessori approach, including the organisation of the setting, the role of the practitioner as 'director' and materials and resources used. They will draw reasoned and valid conclusions about the relevance and significance of each aspect, supported by relevant examples (including those from less familiar situations) of children's learning and development.

Learners will examine the role of Montessori practitioners in some detail to include their organisation, planning and maintenance of the environment and their role as 'director' of learning. Learners will demonstrate that they understand a child-centred approach and the importance of this for achieving the best outcomes for children. They must support evidence with relevant examples from practice and arrive at a conclusion about the relevance of each aspect of the practitioner's role in delivering a child-centred approach.

**For pass standard,** learners must recall and give a clear account of the development of the Montessori philosophy and the key principles, in some detail. They will come to a conclusion about the implications of the principles for the approaches used in the organisation of the setting.

Learners must examine, and explain in detail, Montessori's ideas of how children develop up to the age of six years. They will explain clearly what she meant by the term 'Absorbent Mind', coming to a conclusion about why she believed this to be the optimum time for development. Learners will consider the importance of understanding this to provide effective support for children's learning and emotional and social development.

Learners must give a detailed account of the features that are particular to a Montessori setting. They will consider the physical environment, routines, materials and resources, including what is meant by the 'work-cycle', using relevant, well-defined examples. Learners must use supported arguments about how each feature contributes to the application of Montessori principles.

Learners must give well-defined examples of the role of the professional Montessori practitioner, explaining how they organise the environment, resources, equipment and materials in a way that places the child at the centre of their planning and support. They will reach a conclusion about how the professional takes on the role of guide or 'director', with reference to Montessori principles.

## Learning aim C

**For distinction standard,** learners should show an in-depth understanding of the principles of Montessori education and use examples from their own observations, experience and research. Learners will select and use relevant examples, including those from less familiar contexts, showing imagination and originality in the examples used. They must make reasoned judgements and come to a justified conclusion about the relevance and significance of each example in relation to achieving the Montessori principles. Learners will reach a justified conclusion about the extent to which principles are applied in practice, making relevant suggestions for alternative ways of applying them.

Learners must synthesise their understanding from each learning aim to articulate their arguments clearly and professionally, drawing a conclusion about the extent to which Montessori approaches impact on each aspect of a child's learning, development and overall wellbeing. Learners will reach a valid judgement about the strengths and possible weaknesses of the Montessori approach in ensuring the best outcomes for children.

**For merit standard,** learners must refer to the examples given for C.P5 and make reasoned judgements about the extent to which they have to change or amend their practice to implement the Montessori principles. They will explore the advantages for their own professional development of adopting the principles and practice and any difficulties or weaknesses they could face, with suggestions on how they may be overcome.

**For pass standard,** learners should explore the principles of the Montessori approach, giving realistic examples of how they could apply them in their own practice in a non-Montessori setting, for example how to use observation to plan age appropriate materials and resources or how to plan activities to develop children's life skills. Learners will develop their ideas and reach conclusions about the likely effectiveness and feasibility of the approach in the examples they give.

Learners should arrive at a conclusion on the advantages of the Montessori approach, making links to how they apply principles. They will support their views, with appropriate examples of the possible impact on children's learning and development, by making clear links to the applied principles and aspects of children's learning and development.

## Links to other units

This unit links to *Unit 3: Play and Learning*.

## Employer involvement

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.

## Unit 15: Development of English for Children with another Home Language

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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### Unit in brief

Learners will study the importance of home languages for children and the provision and approaches used in early years settings to support children in the development of English.

### Unit introduction

How would you manage if you were in an environment where nobody spoke a language you were familiar with? This is the experience for many children joining a setting who have grown up learning another language. Research has shown that in some areas of London there may be over 300 languages used by children. Promotion of children's home languages as they acquire the English language is important for their identity and self-esteem and to ensure a smooth transition between the home and the setting.

In this unit, you will learn how to value children's home languages and how they develop English to become bilingual. You will investigate how early years settings create an inclusive environment that recognises and celebrates home languages and encourages the development of English. You will also investigate how professionals work with parents to encourage them to maintain their home language with their children, share information and support their child's development of English. You will examine the strategies, approaches and resources that can be used to support the development of English and ensure that children whose home language is not English can gain full access to the curriculum.

This unit will prepare you for a variety of careers as an early years educator in the private, voluntary or state sector, including special education, or progression to higher education studies in early years education or management.

### Learning aims

In this unit you will:

- A** Examine the importance of home languages and provision for children with another home language in early years settings
- B** Investigate how to work with parents to support the development of English for children who have another home language
- C** Explore how early years professionals support the development of English for children who have another home language.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Examine the importance of home languages and provision for children with another home language in early years settings	<b>A1</b> The importance of home languages <b>A2</b> Provision for children with another home language in early years settings	An article for a parenting magazine that examines the value of children's home language, the provision for children in an early years setting and how professionals work in partnership with parents to support the development of English.
<b>B</b> Investigate how to work with parents to support the development of English for children who have another home language	<b>B1</b> How to work with parents to support the development of English	
<b>C</b> Explore how early years professionals support the development of English for children who have another home language	<b>C1</b> How children develop the English language <b>C2</b> How professionals support children who have another home language	A learning plan based on a case study of a child with another home language that gives information on how children develop the English language and how professionals support a child in the acquisition of English through routines and activities.

## Content

### **Learning aim A: Examine the importance of home languages and provision for children with another home language in early years settings**

#### **A1 The importance of home languages**

- The importance of strong foundations in the home language.
- How home language skills are transferable to new languages.
- How the home language shapes values, beliefs and relationships.
- The importance of home languages for social and personal development.
- How the home language helps to maintain positive family connections and interactions with community members.
- The advantages of bilingualism, to include positive attitudes to language learning.

#### **A2 Provision for children with another home language in early years settings**

- Policy and procedures for an early years setting relevant to children with another home language.
  - Statutory requirements relevant to children with another home language, to include the early years curriculum and legislation.
  - The importance of maintaining children's home language.
  - How to ensure the provision is inclusive and welcoming.
  - How to create a learning environment to support linguistic diversity.
  - Professionals who can support provision, to include bilingual speakers, translators.
- (Legislation and statutory and curriculum requirements must be current at the time of delivery and applicable to where the qualification is being delivered.)

### **Learning aim B: Investigate how to work with parents to support the development of English for children who have another home language**

#### **B1 How to work with parents to support the development of English**

- Why it is important to value, respect and include families with other home languages.
- How to create an inclusive environment for families who have other home languages.
- Services to support families who have other home languages.
- How to create a sense of belonging for parents and their children.
- How to work in partnership with parents to share information about their child's development.
- How to encourage parents' participation.
- How to establish two-way communication between the home and the setting.

### **Learning aim C: Explore how early years professionals support the development of English for children who have another home language**

#### **C1 How children develop the English language**

- Research into second language development, to include Patton O. Tabors.
- The importance of a 'one person, one language' approach (OPOL).
- The importance of interaction with adults and peers in meaningful contexts.
- The stages of second language acquisition, to include:
  - use of home language in the second-language situation
  - a non-verbal period when information about the new language is collected
  - use of individual words and phrases in the new language
  - the use of the second language in more complex ways
  - how using the home language can help the development of English.

**C2 How professionals support children who have another home language**

- Assessment strategies for progress in home and English language.
- Strategies for modelling the English language, to include:
  - sentence structure
  - enunciation
  - recasting and repetition
  - commentary on actions
  - use of gesture and expression.
- How to encourage use of the home language in the setting.
- The importance of responding to children's non-verbal communication.
- The importance of giving children time to respond.
- The importance of giving cognitive challenges appropriate to individual capabilities and needs.
- How to support the development of English in everyday routines and play activities.
- How to provide visual and physical language support.
- Resources to support the acquisition of English.

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Investigate the importance of home languages and the provision for children in early years settings</b>		<b>AB.D1</b> Evaluate provision and partnership work with parents in supporting the linguistic diversity of children in a familiar early years setting with reference to policy and current statutory requirements.
<b>A.P1</b> Explain why children’s home language should be valued.  <b>A.P2</b> Explain the features of a familiar early years setting that supports linguistic diversity.	<b>A.M1</b> Assess approaches to respecting and valuing home languages to provide positive outcomes for children.  <b>A.M2</b> Analyse the features and provision in a familiar early years setting that support linguistic diversity with reference to policy and current statutory requirements for children with another home language.	
<b>Learning aim B: Investigate how to work with parents to support the development of English for children who have another home language</b>		
<b>B.P3</b> Explain how professionals work in partnership with the parents of children who have another home language.  <b>B.P4</b> Explain how early years professionals create an inclusive environment for children with another home language and their parents.	<b>B.M3</b> Analyse the effectiveness of approaches used by early years professionals to build effective partnerships with parents of children with another home language.	
<b>Learning aim C: Explore how early years professionals support the development of English for children who have another home language</b>		<b>C.D2</b> Evaluate the extent to which an understanding of the stage of second language acquisition informs effective planning of routines, activities and support for children who have another home language.  <b>C.D3</b> Evaluate provision and approaches to support linguistic diversity and English language acquisition of children with another home language.
<b>C.P5</b> Explain the stages of second language acquisition.  <b>C.P6</b> Explain how early years professionals use routines and activities to support children’s acquisition of the English language.	<b>C.M4</b> Analyse how an understanding of the stage of second language acquisition inform planning of routines, activities and support for children who have another home language.	

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, A.P2, B.P3, B.P4, A.M1, A.M2, B.M3, AB.D1)

Learning aim: C (C.P5, C.P6, C.M4, C.D2, C.D3)

## Further information for teachers and assessors

### Resource requirements

There are no specific additional requirements for this unit.

### Essential information for assessment decisions

#### Learning aims A and B

**For distinction standard,** learners must draw on their research from and come to a reasoned and valid judgement about the effectiveness of provision for children with another home language. This will be in their own work-placement setting, or a familiar setting, with reference to specific sections of the policy of the setting and current statutory requirements covered by the early years curriculum and legislation. Learners must come to a conclusion about the advantages for children of early years professionals building partnerships with parents, considering the importance of inclusivity. Learners will show in-depth understanding of the strategies used and explore any limitations of the strategies, making justified, realistic recommendations for improvement and/or alternative actions.

**For merit standard,** learners must arrive at a reasoned conclusion about the benefits of valuing home languages and how the different approaches can be used to improve outcomes for children. Learners will support their views using specific, reasoned examples of the positive impact the approaches may have on different aspects of children's learning and development.

Learners must closely examine the features and provision of their own work-placement setting, or a familiar early years setting, to support children with another home language and their parents. They will make clear links between the strategies used and relevant sections of the policy of the setting, current legislation and statutory curriculum requirements. Learners must use reasoned arguments about how the setting applies its policy and meets current statutory requirements.

Learners must present a detailed examination of how approaches, including less familiar examples, are used in an early years setting to build effective partnerships with parents. They will examine, in some detail, the relationship between approaches and the effectiveness of support for the development and wellbeing of children with another home language and the participation of their parents.

**For pass standard,** learners must recall information on the importance of valuing children's home languages, arriving at a conclusion about the impact on their holistic development.

Learners must use experiences and research to identify different features of an early years environment that make it welcoming for children and parents with another home language. They will refer to different aspects of the environment, including visual appearance, resources and curriculum organisation, and come to a conclusion about how each aspect supports linguistic diversity.

Learners must recall strategies that are commonly used in early years settings to build partnerships with parents and give reasons why each strategy can lead to effective partnerships.

Learners must draw conclusions about how early years professionals can ensure that children with another home language can fully participate in the curriculum and routines of the setting. They will use evidence from their own experience and research to support their opinions.

## Learning aim C

**For distinction standard,** learners must examine in some detail, the importance of observation, assessment and sharing information with parents for developing an understanding of the stages of second language acquisition. They will articulate their argument clearly and concisely to reach a justified conclusion of the significance of this understanding, and effectively plan appropriate activities, ensuring support is given targeted to the individual child. Learners must explore the impact on outcomes for children, taking into account the stage of second language acquisition.

Learners must show synthesis of knowledge and understanding across the learning aims. They will show imagination and originality in their ideas about approaches used in settings, also exploring less familiar contexts/situations. Learners must draw valid conclusions about how early years settings provide support for children with another home language and their parents in relation to linguistic diversity and English language acquisition, making realistic recommendations for alternative approaches.

**For merit standard,** learners must examine in some detail, the importance of observing children with another home language and of discussions with parents to ascertain their stage of second language acquisition. They will use reasoned arguments about how professionals use assessment as a basis of their planning, including how they may adapt routines, activities and resources to meet the specific needs/stage of individual children. Learners must support their arguments with relevant examples from practice.

**For pass standard,** learners must recall information about the stages of second language acquisition using examples of children at different stages, in familiar contexts, to support their evidence.

Learners must give examples of how professionals use familiar and well-defined routines and activities to support children with another home language. They will explore each example in detail, arriving at a conclusion as to how each routine or activity can help children to acquire the English language.

## Links to other units

This unit links to:

- Unit 2: Development of Children's Communication, Literacy and Numeracy Skills
- Unit 8: Working with Parents and Others in Early Years.

## Employer involvement

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.

## Unit 16: Working with Children who have Additional Needs

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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### Unit in brief

Learners will study the possible impact of additional needs on children's development and their families. They will investigate provision and how to plan for effective support.

### Unit introduction

All children need enjoyable and challenging learning and development opportunities. This is important for children who have additional needs, as they must have experiences that are tailored to their individual needs to ensure they reach their potential. This means that adults working with children who have additional needs should understand how early years settings support their play, learning and development in an inclusive way.

In this unit, you will learn about the different types of additional need that children may experience. You will consider how children's additional needs can influence different aspects of their development and the impact this may have on the whole family. You will investigate how settings provide for children with additional needs and the role and responsibilities of early years professionals in providing consistent care and support. You will learn about what should be considered when planning activities to show that you are able to identify the additional needs of a child and provide an activity that will support them in their play, learning and development.

This unit will prepare you for a variety of careers as an early years educator in the private, voluntary or state sector, including special education. The knowledge you gain from this unit will help you to progress to higher education studies in early years education or management.

### Learning aims

In this unit you will:

- A** Examine additional needs and the possible impact on children and their families
- B** Investigate provision for children with additional needs and the role and responsibilities of early years professionals in meeting their needs
- C** Observe and plan an activity to support a child with additional needs.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Examine additional needs and the possible impact on children and their families	<b>A1</b> Types of additional needs <b>A2</b> The possible impact of additional needs on a child and their family	A report that examines additional needs and the possible impact on children and their families, considering the role of early years professionals in working together and with families for the best outcomes for children.
<b>B</b> Investigate provision for children with additional needs and the role and responsibilities of early years professionals in meeting their needs	<b>B1</b> Provision for children with additional needs <b>B2</b> Roles and responsibilities of early years professionals	
<b>C</b> Observe and plan an activity to support a child with additional needs	<b>C1</b> Observe a child with additional needs <b>C2</b> Plan for a child with additional needs	A plan to identify and support the additional needs of a child through a play activity.

## Content

### **Learning aim A: Examine additional needs and the possible impact on children and their families**

#### **A1 Types of additional need**

- Legal definition of 'additional needs'.
- Learning disabilities.
- Physical disabilities, to include sensory needs.
- Emotional health needs, to include behaviour and mental illness.
- That additional needs may be short- or long-term.
- Life-limiting conditions.
- Factors that may lead to additional needs, to include:
  - genetic
  - developmental disorders
  - environmental influences
  - accident.

(The legal definition must be current at the time of delivery and applicable to where the qualification is being delivered.)

#### **A2 The possible impact of additional needs on a child and their family**

- Medical and social models of disability.
- The impact on development, to include:
  - learning
  - physical development
  - behaviour
  - emotional development, to include self-esteem and self-worth
  - social development.
- The impact of low expectations of the child by others.
- How additional needs can lead to discrimination and exclusion.
- The impact on the child's family, to include emotional and financial.

### **Learning aim B: Investigate provision for children with additional needs and the role and responsibilities of early years professionals in meeting their needs**

#### **B1 Provision for children with additional needs**

- Legislation and codes of practice in relation to children with additional needs.
- The impact of the social model of disability on provision.
- The importance of early identification of children with additional needs.
- Policy and procedures for the assessment of children with additional needs.
- Policy and procedures for planning an individualised learning programme.
- The role of organisations that support children with additional needs and their parents, to include voluntary and statutory.
- The requirement for working in partnership with parents.
- The features of an inclusive environment.
- The importance of suitable equipment and resources to meet children's additional needs.

(Legislation and codes of practice must be current at the time of delivery and applicable to where the qualification is being delivered.)

**B2 Roles and responsibilities of early years professionals**

- The importance of following the policies and procedures of the setting
- Roles and responsibilities of professionals in assessment, planning and support, e.g. health visitors, speech therapists.
- The importance of working in partnership with colleagues and other professionals, to include special educational needs co-ordinator (SENCO).
- How to work in partnership with parents to assess the needs of children and plan support.
- Procedures for making referrals to professionals within and outside the setting.
- Strategies to support children with additional needs, to include:
  - the development of self-esteem and self-image
  - empowerment
  - inclusion.
- The importance of challenging discrimination and how to do so.
- The importance of regular observation, assessment and review of progress.
- How to provide for personal care, to include sensitivity and privacy.

**Learning aim C: Observe and plan an activity to support a child with additional needs****C1 Observe a child with additional needs**

- How to observe a child's capabilities, additional needs and interests.
- How to make links to expected stage of development.
- How to use observations and other assessments to plan for next steps.
- The importance of discussing a child's additional needs with other professionals, to include key person, SENCO, colleagues.
- Specialist resources/equipment that support different types of additional need.

**C2 Plan for a child with additional needs**

- Format for recording plans, to include aims and objectives, resources and safety considerations, measure for success.
- How to include a child with additional needs in a group learning activity.
- How to adapt activities to meet the additional needs of individual children.
- How to encourage and support effective communication.
- How to select resources and equipment appropriate to a child's additional needs.
- How to involve the child in the learning activity.
- The role of the adult during a play activity.

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Examine additional needs and the possible impact on children and their families</b>		
<p><b>A.P1</b> Explain additional needs of children and the factors that may cause them.</p> <p><b>A.P2</b> Explain the possible impact of additional needs on children and their families.</p>	<p><b>A.M1</b> Analyse additional needs of children and how they may impact on them and their families.</p>	
<b>Learning aim B: Investigate provision for children with additional needs and the role and responsibilities of early years professionals in meeting their needs</b>		
<p><b>B.P3</b> Explain the procedures for identifying and providing support for children with additional needs with reference to policy, legislation and codes of practice.</p> <p><b>B.P4</b> Explain the role of professionals who may work together to assess, plan and support children with additional needs.</p>	<p><b>B.M2</b> Assess the importance of early identification of children who have additional needs for positive outcomes.</p> <p><b>BM3</b> Assess the benefits for children with additional needs of professionals working collaboratively and in partnership.</p>	<p><b>AB.D1</b> Evaluate the extent to which collaborative and partnership working can reduce the impact of additional needs for children and their families.</p>
<b>Learning aim C: Observe and plan an activity to support a child with additional needs</b>		
<p><b>C.P5</b> Describe the additional needs of an identified child with reference to own observational records and discussion with early years professionals.</p> <p><b>C.P6</b> Present a detailed activity plan to promote the learning and development of the identified child with additional needs.</p>	<p><b>C.M4</b> Justify the activity plan in terms of how it will address the child's additional needs with reference to observations and discussions with professionals.</p>	
		<p><b>C.D2</b> Evaluate the activity plan in terms of the extent to which it can promote the learning and holistic development of the identified child.</p> <p><b>C.D3</b> Demonstrate individual responsibility creativity and professionalism in the design and development of an inclusive activity plan for a child with additional needs.</p>

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, A.P2, B.P3, B.P4, A.M1, B.M2, B.M3, AB.D1)

Learning aim: C (C.P5, C.P6, C.M4, C.D2, C.D3)

## Further information for teachers and assessors

### Resource requirements

For this unit, learners must have access to the internet to research current legislation and codes of practice.

### Essential information for assessment decisions

#### Learning aims A and B

**For distinction standard**, learners must demonstrate an in-depth understanding of the ways in which professionals work together to assess, plan and provide support for children with differing additional needs. They should draw conclusions about the significance of collaborative and partnership working, including complex situations, and make reasoned and valid judgements about how far collaborative working practices can reduce the impact on children's learning and development.

**For merit standard**, learners must research and examine additional needs, in some detail, using reasoned arguments about how they may impact on the learning and development of children and the possible effect on their families. They will give examples of less familiar situations, clearly showing the interrelationship between the additional need and the possible impact on the child and their family.

Learners must show an understanding of relevant factors, including how early identification of a child's additional needs leads to individual learning plans and specialist support being put in place at an earlier stage. Learners will draw a reasoned conclusion about the relevance of this for improving outcomes relating to children's learning and holistic development.

Learners must present a detailed examination of the importance of collaborative and partnership work, using examples from their research and experiences from their work placement setting. They will draw a reasoned conclusion as to the possible benefits for children, giving relevant and realistic examples.

**For pass standard**, learners must understand what is meant by the term 'additional needs'. They will make simple, but feasible, links between additional needs and the factors that may have caused them, including environmental and personal factors.

Learners must draw conclusions about ways in which additional needs can impact on a child, with reference to learning and aspects of their development. They will also give realistic examples of the possible impact of a child's additional needs on the family, including emotional and social pressures. Learners must give reasons for their views.

Learners must give a detailed account of how settings use procedures to identify the additional needs of children and plan for support. They will make clear links to relevant sections of current legislation and codes of practice.

Learners must give details of the different professionals, such as a SENCO, key person and health professional, who may work together to support children with additional needs. They will explain the practical ways in which professionals work together, using examples of usual situations.

#### Learning aim C

**For distinction standard**, learners must examine their planning in detail, giving specific examples of how the planned activity can support children's learning and development. Learners will consider the relevance and significance of different aspects of planning, such as taking account of each child's needs and interests, the environment and resources, in meeting the desired outcomes. They will make reasoned recommendations for improvement.

Learners must demonstrate imagination and creativity in planning purposeful and inclusive activities that will meet best practice in an early years setting. Evaluation of behaviours should consider the learner's self-management and professionalism in the production of the plan. They will show that they can liaise appropriately with professionals to discuss a child's needs and that they observe confidentiality. Learners must provide evidence to support their account such as witness statement and supervisor reports.

**For merit standard,** learners must give reasons for each aspect of their plan showing how the activity ensures that the child will be fully included and involved in the activity. Learners will examine how their observations and discussions with professionals support them in planning for the child's individual needs effectively. They will arrive at a reasoned conclusion about the strengths of their plans in supporting children's learning and development. Learners will identify any weaknesses in their plans and how these could be overcome.

**For pass standard,** learners will refer to evidence from observations of the selected child and from information about the child from other professionals. They will refer to the expected stage of development of most children of the same age and consider the additional needs of the selected child, giving a clear account.

Learners must present a coherent activity plan appropriate for use by early years professionals. They will identify aims and objectives for the child's learning and development taking into account the additional needs of the child, the environment and resources and specialist equipment appropriate to their needs.

Learners should cross-reference evidence between learning aim C of this unit, the corresponding Form CPLD 1 and the skills and competencies section of the Practical Evidence Portfolio (PEP).

### Links to other units

- This unit links to:
- Unit 6: Children's Physical Development, Care and Health Needs
- Unit 7: Children's Personal, Social and Emotional Development
- Unit 9: Observation, Assessment and Planning.

### Employer involvement

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.

# Unit 17: Services for Children and their Families

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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## Unit in brief

Learners will study universal and specialist health, education and social services and how professionals work together to assess and address the needs of children and their families.

## Unit introduction

As individuals you have many rights that are protected in law; for example you have a right to be educated and a right to receive healthcare. Children and families have rights too, and when working with children it is important that you know what these rights are. This knowledge will help you support families to ensure they receive the services and benefits they are entitled to in relation to their children's health, education and wellbeing.

In this unit you will study entitlements to health, education and social services for children and their families. You will investigate different types of service and where to find information about them, including those that are universal and used by all families and those that are specialist and only needed by some families. You will consider how health, education and social services are organised and understand the reasons why children and families may need to access them. Families may come into contact with a range of agencies that provide different services for their children; for example the health service, social services and benefits agencies. You will learn why it is important for the various agencies to work together and the benefits of this for children and families.

This unit will prepare you for a variety of careers in each of the services studied in the private, voluntary or state sector. The knowledge you gain from this unit will help you to progress to higher education studies in early years health, social care, education or management.

## Learning aims

In this unit you will:

- A** Investigate the entitlement and provision of health, education and social services for children and their families
- B** Examine the context in which health, education and social services are provided
- C** Examine the role of multi-agency work and the benefits for children and their families.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Investigate the entitlement and provision of health, education and social services for children and their families	<b>A1</b> Entitlement to services for children and families <b>A2</b> Service provision	An extended essay that explores the rights of children and families to access health, early years education and social services and how each type of service is structured.
<b>B</b> Examine the context in which health, education and social services are provided	<b>B1</b> Health care for children and families <b>B2</b> The context for early years education <b>B3</b> Children's social services	
<b>C</b> Examine the role of multi-agency work and the benefits for children and their families	<b>C1</b> The role of multi-agency work <b>C2</b> The benefits of multi-agency work	A case study relating to a child and their family requiring health, social care and education services and how agencies work together to assess needs and provide support.

## Content

### **Learning aim A: Investigate the entitlement and provision of health, education and social services for children and their families**

#### **A1 Entitlement to services for children and families**

- Legislation and guidance that support children and their families' entitlement to services.
- Children's rights to services given by the United Nations Convention on the Rights of the Child (UNCRC).
- Entitlements to free health services, early years education and social services.
- Entitlements to welfare benefits, to include housing and tax credits.

(Legislation must be current at the time of delivery and applicable to where the qualification is being delivered.)

#### **A2 Service provision**

- Types of service for children and their families, to include health, social services and welfare benefits, education.
- Characteristics of maintained, private and voluntary provision.
- Universal services for children and their families, to include education, developmental assessments.
- Specialist services for children and their families, e.g. physiotherapy, dietetics.
- Where families may gain information about services, e.g. children's centres, local authority websites, health visitors.
- How children and families access health, social services and education provision.
- Barriers to accessing health, social services and early years education.

### **Learning aim B: Examine the context in which health, education and social services are provided**

#### **B1 Healthcare for children and families**

- Primary healthcare, to include GP surgeries, health centres, baby clinics.
- Secondary healthcare, to include hospitals, specialist health services.
- Palliative healthcare.
- The role of public health agencies.
- Reasons why children and families need to access healthcare services, e.g. common childhood illness, chronic conditions.
- Universal health services, to include:
  - antenatal care
  - health surveillance
  - health screening programmes
  - immunisation.

#### **B2 The context for early years education**

- Characteristics of private, voluntary and maintained early years education.
- Early years settings, to include day care/nursery, crèche, home-based care, school, children's centres, wrap-around-care.
- Provision for children with additional needs.
- Statutory school age for home country.
- The structure of early years education in home country.
- Curricula frameworks for home country.
- The role of inspectorates.

**B3 Children's social services**

- Social care provision, to include:
  - local authority children's social services
  - community organisations, e.g. family support workers
  - voluntary organisations, e.g. Home-Start.
- The obligations of children's social services in relation to the welfare of children, to include:
  - family support, e.g. day care, parenting classes
  - looked after children, e.g. foster care, residential care, respite care
  - child protection.
- How referrals are made to social services.
- Reasons why children and their families may require support, to include disability or poor health of parent or child, welfare concerns, family stress.

**Learning aim C: Examine the role of multi-agency work and the benefits for children and their families****C1 The role of multi-agency work**

- Definition of multi-agency working.
- Reasons why professionals may need to work together.
- How professionals establish and maintain working relationships.
- How professionals work together, to include:
  - statutory recognition of children who are 'in need'
  - recognition of children who are at risk
  - assessment of children with additional needs
  - planning for addressing needs.
- The role of the lead person in multi-agency work.
- How professionals share information.
- The feature of effective teamwork.

**C2 The benefits of multi-agency work**

- How multi-agency working improves outcomes for children.
- Advantages of a single assessment and support planning.
- The importance of child-centred assessment and support.
- How multi-agency working can lead to earlier identification of needs.
- The importance of involving parents/carers in decisions about a child.
- Difficulties that may arise in multi-agency working, e.g. different ways of working, different priorities.
- Benefits for services, to include efficiency in delivery of service and sharing expertise.

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Investigate the entitlement and provision of health, education and social services for children and their families</b>		
<b>A.P1</b> Explain entitlement to health, education and social services with reference to legislation.  <b>A.P2</b> Explain the availability of universal and specialist services and welfare benefits for children and families and how they are accessed.	<b>A.M1</b> Justify the entitlement of children and families to access health, education and social services.  <b>A.M2</b> Analyse barriers that may affect access to universal and specialist services and welfare benefits for children and families and how they may be overcome.	
<b>Learning aim B: Examine the context in which health, education and social services are provided</b>		<b>A.D1</b> Evaluate the importance of entitlement to access universal and specialist services for ensuring positive outcomes for children and their families.  <b>B.D2</b> Evaluate the purpose of services for children and families, how they are accessed and their importance for children's health, learning and development.
<b>B.P3</b> Explain the structure and purpose of health services for children and families.  <b>B.P4</b> Explain the role and purpose of social services for children and families and why they may be needed.  <b>B.P5</b> Explain the purpose and benefits for children and families of settings that provide early years education.	<b>B.M3</b> Analyse reasons that children and families access health and social care services.  <b>B.M4</b> Analyse the purpose and benefits for children and families of settings that provide early years education.	
<b>Learning aim C: Examine the role of multi-agency work and the benefits for children and their families</b>		<b>C.D3</b> Evaluate the extent to which multi-agency working ensures the effective delivery of services to address the needs of children and families.
<b>C.P6</b> Explain the role of a multi-agency approach in work with children and families.  <b>C.P7</b> Explain the benefits of multi-agency working for children and families.	<b>C.M5</b> Assess the extent to which multi-agency working contributes to addressing the needs of children and families.	

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, A.P2, B.P3, B.P4, B.P5, A.M1, A.M2, B.M3, BM.4, A.D1, B.D2)

Learning aim: C (C.P6, C.P7, C.M5, C.D3)

## Further information for teachers and assessors

### Resource requirements

There are no specific additional requirements for this unit.

### Essential information for assessment decisions

#### Learning aims A and B

**For distinction standard,** learners must demonstrate in-depth understanding to articulate their arguments on the importance of entitlement and ease of access to universal and specialist services clearly and professionally. They will come to a conclusion about the extent to which different types of service can improve the lives of children and their families, supported by relevant, more complex examples, and the possible impact on children and families if services are not available.

Learners must articulate their arguments about the purpose of health and social services, welfare benefits and education and how they can be accessed clearly, considering direct access and referrals. They will examine barriers to access, giving possible reasons. Learners must draw reasoned conclusions about the importance of both universal and specialist services for short- and long-term health and development.

**For merit standard,** learners must give supported reasons why it is important for children and their families to have rights to access the services they need and the possible impact on children and their families if services are not available, in relation to their health, education and welfare. They will refer to specific, relevant sections of current legislation that provide information on rights and entitlements.

Learners must give relevant and detailed examples of different types of barrier, including personal, social and environmental factors, exploring how these might prevent families accessing services. They will give reasoned suggestions of ways in which barriers may be overcome, including less familiar contexts.

Learners must examine factors that lead to families requiring health and social care services, explored in B.P3 and B.P4, demonstrating an understanding of the relevance and purpose of universal and specialist services.

Learners will examine three settings that provide early years education, making reasoned, analytical judgements that involve comparing the characteristics, structure, curricula framework and aims and objectives of each setting. Learners will examine how each setting can meet the learning and development needs of children and the needs of their families.

**For pass standard,** learners must give a clear account of the rights and entitlements of children and their families, making links to relevant sections of current legislation. Learners will give an overview of the types of children's service and demonstrate an understanding of those that are universal and those that are specialist, including welfare benefits. They will use well-defined, familiar examples across social, health and education services.

Learners must give a clear explanation of children's health services, social services and education services. They will understand the difference between primary and secondary services and why each might be needed. Learners must recall availability of support services, including antenatal, developmental and screening and immunisation programmes. Learners will give a clear explanation of the role of children's social services and why they may be required, showing an understanding that services may be accessed by the families themselves when in need or by others who have concerns about a child's welfare. Learners must describe three settings that provide early years education, examining the characteristics, structure and how they support children's learning and development with reference to the curricula framework. They will draw conclusions about their appropriateness for children at different ages and families with differing needs.

## Learning aim C

**For distinction standard**, learners must demonstrate an in-depth understanding of how professionals from different services work together, including the specific responsibilities of the lead professional. They will justify their conclusions about the relevance of multi-agency working to effective sharing of information, assessment and support, using valid examples. Learners must also consider possible limitations to multi-agency work, and make a reasoned judgement about the extent to which the approach meets the needs of children and their families to ensure best outcomes.

**For merit standard**, learners must present a detailed examination of the ways that agencies work together to share information, assess and support the needs of children and their families, recognising any limitations to the approach. Learners will give a reasoned argument showing the relevance of effective multi-agency work, supporting their conclusion with relevant examples that include less familiar situations.

**For pass standard**, learners must give clear details of the reasons why professionals from different services work together. They will examine the approaches they use giving examples of familiar and well-defined situations, including sharing of information, assessing and planning to meet the needs of children and their families. Learners will arrive at a conclusion about the advantages for children and their families in relation to the promotion of the child's development and the overall experience and welfare of the family.

## Links to other units

This unit links to *Unit 8: Working with Parents and Others in Early Years*.

## Employer involvement

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.

## Unit 18: Working with Children Under 3 Years

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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### Unit in brief

Learners will study the nutritional and developmental needs of children up to three years and develop qualities and skills to provide effective care and support.

### Unit introduction

Children's experiences and interactions in the first three years of their life are critical for their development and future life chances. This means that working with young children requires adults who are highly skilled, with a deep understanding of children's specific developmental and nutritional needs.

In this unit, you will examine the nutritional needs of young children, looking at how their dietary needs change over the first three years. You will explore the developmental needs of children under one year, children from one up to two years and children from two up to three years, as each group has needs specific to their developmental stage. You will learn about the skills and qualities needed to create environments and experiences that support, respect and value children in each of these age groups. Finally, you will demonstrate your personal qualities and apply your skills in caring for young children in your own workplace setting.

This unit will prepare you for a variety of careers as a childminder, family support worker or early years educator in the private, voluntary or state sector. The knowledge you gain from this unit will help you to progress to higher education studies in early years education or management.

### Learning aims

In this unit you will:

- A** Examine the nutritional needs and feeding routines of children under three years
- B** Explore ways that early years professionals support the developmental needs of children under three years
- C** Demonstrate skills and qualities to work with children under three years.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Examine the nutritional needs and feeding routines of children under three years	<b>A1</b> Nutritional requirements <b>A2</b> Feeding routines	
<b>B</b> Explore ways that early years professionals support the developmental needs of children under three years	<b>B1</b> Support for the developmental needs of children up to 12 months <b>B2</b> Support for the developmental needs of children 12 months up to two years <b>B3</b> Support for the developmental needs of children two years up to three years	A report on the nutritional and developmental needs of children up to three years and the role of early years professionals in providing an environment and routines to support their needs.
<b>C</b> Demonstrate skills and qualities to work with children under three years	<b>C1</b> Skills for working with children under three years <b>C2</b> Qualities for working with children under three years	A portfolio showing evidence of learners' personal qualities and skills in supporting the nutritional and developmental needs of children up to three years.

## Content

### **Learning aim A: Examine the nutritional needs and feeding routines of children under three years**

#### **A1 Nutritional requirements**

- Nutritional requirements of children up to 12 months.
- Differences in types of infant milk, to include breast milk, formula milk, follow-on milks and soya milk.
- Formula and frequency of feeds for children up to 12 months at different stages/weights.
- The nutritional needs of children 12 months up to three years, to include the importance of iron, vitamin D and calcium.
- Current weaning guidelines.
- Meals, snacks and drinks to meet the nutritional and energy needs of children 12 months up to three years.
- The impact of poor nutrition.

#### **A2 Feeding routines**

- How to support breastfeeding mothers in an early years setting.
- How to prepare feeds, to include:
  - sterilisation of equipment
  - preparation of formula feeds
  - storage of breast milk.
- Procedures for bottle-feeding.
- How to support healthy food choices.
- How to support independence at mealtimes.

### **Learning aim B: Explore ways that early years professionals support the developmental needs of children under three years**

#### **B1 Support for the developmental needs of children up to 12 months**

- How to develop attachments, to include responding to communications.
- How to respond to distressed children, to include looking for signs of illness, injury or discomfort.
- The importance of responding to individual needs in care routines.
- The importance of following home routines.
- How to balance the needs of individual children with the needs of others in group care.
- How to plan and prepare routines and activities.
- How to prepare a sensory environment indoors and outdoors.
- Objects and toys to support safe oral exploration.

#### **B2 Support for the developmental needs of children 12 months up to two years**

- How to create an environment and experiences, indoors and outdoors, to support curiosity and exploration, to include heuristic play.
- How to provide routines that value and respect children.
- The importance of transitional objects or comforters and how to make sure they are readily available.
- The importance of recognising that egocentricity is part of expected development and its impact.
- The role of the adult in supporting labile emotions, to include staying calm.
- How to manage unwanted behaviour, to include distraction techniques.
- The importance of supporting communication development for social and emotional development.

**B3 Support for the developmental needs of children two years up to three years**

- How to create an environment that supports children's increasing self-reliance.
- The importance of creating experiences for role play for social and emotional development and learning.
- The value of involving children in routine activities in the setting.
- How to create experiences and activities that challenge.
- The importance of understanding impulsive behaviour.
- Appropriate guidelines for acceptable behaviour, to include realistic expectations.
- How to recognise triggers for temper tantrums.
- How to manage temper tantrums.
- Ways to value positive behaviour.

**Learning aim C: Demonstrate skills and qualities to work with children under three years****C1 Skills for working with children under three years**

- Planning and providing for the individual nutritional needs of children under three years.
- How to support and encourage children during bottle feeding and meals.
- Appropriate language/verbal communication for the age stage of child.
- Use of non-verbal communication, to include facial expression, gestures, picture cards.
- Recognising stage of development and capabilities of children.
- Organisational skills for planning appropriate routines.
- Planning activities to meet the needs of children at different ages/stages.
- Preparing and maintaining a safe and stimulating environment.
- Observing and responding to the individual needs of children.
- Developing and maintaining effective relationships with children and their parents/carers, to include following home care routines.
- Working with colleagues and others to support the development of children under three years.

**C2 Qualities for working with children under three years**

- A professional approach, to include:
  - with children and their parents and/or carers
  - showing patience
  - a caring manner
  - genuine interest
  - empathy.
- The importance of being a positive role model.

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Examine the nutritional needs and feeding routines of children under three years</b>		
<p><b>A.P1</b> Explain the nutritional needs of children between 12 months and three years.</p> <p><b>A.P2</b> Explain feeding routines and procedures for children under 12 months.</p>	<p><b>A.M1</b> Assess the importance of meeting the nutritional needs of children under three years.</p> <p><b>A.M2</b> Assess the importance of following feeding routines and procedures for children under three years.</p>	
<b>Learning aim B: Explore ways that early years professionals support the developmental needs of children under three years</b>		
<p><b>B.P3</b> Explain how early years professionals respond to the individual needs of children under 12 months in care routines.</p> <p><b>B.P4</b> Explain the features of a supportive and effective environment for children aged 12 months up to three years.</p> <p><b>B.P5</b> Explain activities and routines to promote the developmental needs of children aged two years up to three years.</p>	<p><b>B.M3</b> Analyse the ways in which early years professionals meet the developmental needs of children up to 12 months.</p> <p><b>B.M4</b> Assess the effectiveness of an early years setting to promote the development of children 12 months up to three years.</p>	
<b>Learning aim C: Demonstrate skills and qualities to work with children under three years</b>		<b>C.D3</b> Demonstrate individual responsibility, professionalism and consistency in supporting the nutritional and developmental needs of children under three years.
<p><b>C.P6</b> Support the nutritional needs of children under three years.</p> <p><b>C.P7</b> Support the developmental needs of children under three years.</p>	<p><b>C.M5</b> Show effective and consistent support for the nutritional and developmental needs of children under three years.</p>	

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, A.P2, B.P3, B.P4, B.P5, A.M1, A.M2, B.M3, B.M4, AB.D1, B.D2)

Learning aim: C (C.P6, C.P7, C.M5, C.D3)

## Further information for teachers and assessors

### Resource requirements

For this unit, learners must have access to work placement experience in an early years setting. They must also be able to access the National Health Service website ([www.nhs.uk](http://www.nhs.uk)) for current guidelines for formula feeding, breastfeeding and weaning.

### Essential information for assessment decisions

#### Learning aims A and B

**For distinction standard**, learners must examine how a familiar setting (ideally their own work placement) provides for the nutritional needs of children under three years. They should consider the significance of routines and procedures to reach a valid and justified conclusion as to the likely effectiveness of each in supporting individual nutritional requirements for children at different ages, including for those with particular requirements such as relating to health or religious factors.

Learners must examine, in some detail, how professionals create an environment, develop relationships with families and provide experiences that meet the needs of children at different ages and stages up to three years. They will consider the role of observation and discussions with parents about the assessment of children's developmental needs and how professionals use this information to provide routines, activities and resources that support children effectively. Learners will reach a justified conclusion about the extent to which the practice of the early years professional promotes and maintains children's holistic development.

**For merit standard**, learners must carefully consider the dietary needs of children, at each age/stage, and their healthy development. They will arrive at a reasoned conclusion, supported by specific real examples, about the possible impact of children having and not having their nutritional requirements met.

Learners must examine in detail, different procedures and routines used in early years settings, including to support routines established in the home and to meet children's particular nutritional requirements, for example relating to health or religious factors. They will come to a reasoned conclusion about the importance of each in supporting healthy eating and how this leads to positive outcomes for children.

Learners must present a detailed examination of the approaches to supporting children under 12 months. They will give a reasoned argument showing the interrelationship between each approach and its effectiveness in supporting development.

Learners must explore, in some detail, approaches and routines to support children between 12 months and three years. Learners will consider how different approaches are applied in different situations and with children with differing needs. Learners must come to a reasoned conclusion about the relevance of each in promoting development, including social, emotional and communication development.

**For pass standard**, learners must give an account of the key concepts of nutrition for children under three. They will demonstrate an understanding of the different nutritional needs of children under 12 months and those between 12 months and three years.

Learners must give an account of how routines are used with each age group, giving examples of well-defined and familiar feeding routines and procedures from a familiar setting. They will give details of each stage of the process, with reasons why each routine and/or procedure is important for meeting children's needs.

Learners will recall more familiar strategies that are used in early years settings to respond to children under 12 months. They must give feasible reasons why each strategy is used in the setting, drawing a conclusion about how each strategy helps professionals to meet the developmental needs of children.

Learners must give an account of the overall experience of children between 12 months and three years in a familiar setting. They will consider each of the features, to include routines and activities, that contribute to an effective environment and use supported arguments about how each feature supports children's developmental needs.

### Learning aim C

**For distinction standard,** learners must evaluate behaviours to demonstrate self-management and professionalism. They will show that they can liaise appropriately with professionals to discuss a child's needs and that they always act on information and advice correctly in meeting children's nutritional and developmental needs. In their support for children, learners must demonstrate that they select the most appropriate strategy and are consistent in following procedures. Learners will show that they have a good understanding of, and are sensitive to, children's individual needs.

**For merit standard,** learners must provide detailed evidence of the qualities and skills they have used to support children's nutritional and developmental needs. Learners will be expected to show that they have taken into account each child's specific requirements so that they can provide consistent, individual support in different situations to include less familiar routines. They must demonstrate that they have followed the correct procedures of the setting. Learners will give specific examples of how their support has been effective in meeting children's nutritional and/or developmental needs.

**For pass standard,** learners must demonstrate that they have taken responsibility for maintaining portfolio records, showing clear evidence of their skills in supporting the nutritional needs of two children under three years at different stages of development, within the limits of their own responsibility. To support nutritional needs learners may, for example, prepare formula or food under supervision and/or support a child to feed themselves. Learners must provide five accounts of supporting the developmental needs of different children. They may use examples of support for play activities or care routines. Learners will reflect on how they have provided appropriate support in each situation and have taken into account the age/stage of each child's needs and development. They must reflect on how they have responded to each child in familiar situations and show how they have adapted their approach where necessary. Learners must provide evidence to support their account such as a witness statement and supervisor reports.

Learners should cross-reference evidence between learning aim C of this unit, the corresponding Form CPLD 1 and the skills and competencies section of the Practical Evidence Portfolio (PEP).

### Links to other units

This unit links to *Unit 1: Children's Development*.

### Employer involvement

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.

# Unit 19: Digital Technologies in Early Years Practice

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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## Unit in brief

Learners will study the provision of digital technologies in early years settings, resources and their safe use. They will learn how to plan activities and support children's computing skills.

## Unit introduction

Digital technology is part of everyday life in the home and community. In early years settings and schools, computing is an essential part of the curriculum. Research suggests that from three years old, children understand the basic concepts of digital devices. By the time they are eight years old, they have a good idea of how they work. By providing children with age-appropriate support and equipment, early years professionals can enable the development of the skills necessary to become competent and confident in the use of digital technology.

In this unit, you will investigate the requirements of the curricula frameworks for digital technologies and health and safety and safeguarding legislation that govern their use. You will explore the characteristics of an effective and inclusive early years environment that encourages the use of digital technology through play and learning activities. You will examine a range of toys, digital devices, computer hardware and software that help children to become confident in the basic concepts of computing and using information and communication technology. You will consider how digital technology can promote an understanding of other areas of the curriculum. Finally, you will learn how to support children's thinking skills and competency in the use of digital technologies in your own early years setting and plan and implement an activity with a group of children.

The knowledge you will gain supporting children in using digital technology will prepare you for a variety of careers such as a childminder, family support worker or early years educator in the private, voluntary or state sector. This unit is particularly valuable when working with children with special needs. The knowledge you will gain from this unit will help you to progress to higher education studies in early years education or management.

## Learning aims

In this unit you will:

- A** Investigate statutory requirements and provision of digital technologies in early years settings
- B** Examine resources in supporting children's skills and understanding of digital technologies
- C** Demonstrate skills to support and promote children's safe use of digital technologies.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Investigate statutory requirements and provision of digital technologies in early years settings	<b>A1</b> Statutory requirements for digital technologies in early years settings <b>A2</b> Provision for digital technologies in early years settings	A report that evaluates the importance of the provision of digital technologies in early years settings and the effectiveness of resources.
<b>B</b> Examine resources in supporting children's skills and understanding of digital technologies	<b>B1</b> Resources to support digital technologies	
<b>C</b> Demonstrate skills to support and promote children's safe use of digital technologies	<b>C1</b> Supporting digital technologies in an early years setting <b>C2</b> Promoting the safe use of digital technologies	A portfolio of evidence of learners' skills used in own work placement in planning a play and learning activity for, and supporting, a group of children's use of digital technologies.

## Content

### Learning aim A: Investigate statutory requirements and provision of digital technologies in early years settings

#### A1 Statutory requirements for digital technologies in early years settings

- Requirements for children from three years up to seven years 11 months.
- The importance of digital technologies in the early years curriculum.
- Statutory curricula requirements for digital technologies.
- Legislation, policies and procedures relevant to health and safety in the use of digital technologies, to include use of screens, chairs, workstations, cabling.
- Legislation, policies and procedures relevant to e-safety, to include:
  - restriction of access
  - cyberbullying
  - grooming
  - privacy issues
  - exposure to inappropriate content.
- How to report concerns relating to the internet, e.g. report abuse buttons, how and where to report concerns.
- Risk assessment for digital technologies and internet use.
- The importance of monitoring safe use of digital technologies.

(Current statutory curricula requirements and legislation must be current at the time of delivery and appropriate to where the qualification is being delivered.)

#### A2 Provision for digital technologies in early years settings

- Curriculum planning for the provision of digital technologies, to include opportunities for learning:
  - about computers and computing
  - with computers across other areas of learning.
- How to create an environment that supports children's learning and development through the use of digital technologies, to include role play.
- Physical environment, to include space indoors and outdoors.
- Activities that explore the uses of technology in the setting and other environments, e.g. the home, shops.
- Computer workstations that are age appropriate.
- Opportunities for internet access.
- Webcam provision.
- The use of interactive whiteboards in learning activities.
- Opportunities for developing computing skills, to include:
  - programming toys and digital devices, to include solving problems
  - play activities that require the use of digital technology
  - the use of information and communication technology
  - developing concepts of computer science.
- How to provide an inclusive environment.
- Working in partnership with parents for the safe use of digital technology.

## **Learning aim B: Examine resources in supporting children's skills and understanding of digital technologies**

### **B1 Resources to support digital technologies**

- Resources appropriate for children from three years up to seven years 11 months.
- Age/stage appropriate computer hardware, to include computers/laptops, photocopiers, printers, keyboards, mouse, headphones, microphones.
- Age/stage appropriate digital devices, to include mobile phones, audio/video recorders, CD/MP3 technologies, torches, cameras.
- Remote/radio controlled devices, to include remote controlled cars, Bee-Bot®.
- Computer software packages to support areas of the early years curriculum, to include:
  - number/mathematics
  - English/literacy
  - expressive art and music.
- Pretend technological devices used in role play, e.g. till with a scanner in a shop, microwave in a home corner.
- Toys with levers, buttons.
- Assistive technology, e.g. adapted keyboard, mouse, speech recognition programmes.
- Software to support children whose home language is not English.
- Resources to support safety, to include filtering programmes.

## **Learning aim C: Demonstrate skills to support and promote children's safe use of digital technologies**

### **C1 Supporting digital technologies in an early years setting**

- The importance of providing age/stage/ability appropriate digital technologies for children aged from three years old.
- How to support children to recognise the use of digital technology in the early years setting and other environments.
- How to support children's thinking and reasoning about digital technologies.
- How to support children to express ideas through information and communication technology.
- The importance of using correct terminology.
- How to support children's learning about computers, to include:
  - basic functions, e.g. switching on and off, arrow keys, mouse and cursor operations
  - understanding of algorithms for digital devices
  - creating simple programs/writing commands
  - using logic to fix basic problems, to include debugging
  - creating, organising, manipulating, storing and retrieving digital information
  - selecting software programs appropriate for purpose.
- How to use digital technology to support other areas of the curriculum, to include:
  - number/mathematics
  - English/literacy
  - expressive art and music
- How to support children with additional needs in the use of digital technology.

### **C2 Promoting the safe use of digital technologies**

How to:

- empower children to manage own safe use of digital technologies
- support children to keep information private online
- recognise and support downloading of age-appropriate information and materials
- support children to report concerns
- use knowledge and skills to encourage colleagues and parents to recognise and use technology safely
- access advice, support and training in the safe use of digital technology.

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Investigate statutory requirements and provision of digital technologies in early years settings</b>		<b>A.D1</b> Evaluate the effectiveness of a selected early years setting in the provision of digital technologies and the extent to which it meets the statutory curriculum and health, safety and safeguarding requirements.
<p><b>A.P1</b> Explain statutory requirements for promoting and supporting children's safe use of digital technologies.</p> <p><b>A.P2</b> Explain the features of a selected early years setting for promoting and supporting children's interest in the use of digital technologies.</p>	<p><b>A.M1</b> Assess the extent to which a selected early years setting supports the statutory curriculum and health, safety and safeguarding requirements relevant to digital technologies.</p>	
<b>Learning aim B: Examine resources in supporting children's skills and understanding of digital technologies</b>		<b>B.D2</b> Evaluate the effectiveness of resources for the development of skills and understanding of digital technologies in own work-placement setting.
<p><b>B.P3</b> Explain resources in own workplace setting for promoting and supporting children's skills and understanding of digital technologies.</p> <p><b>B.P4</b> Explain a selected resource in its support for another area of learning in the early years curriculum.</p>	<p><b>B.M2</b> Assess the effectiveness of resources for the development of children's skills and understanding of digital technologies in own work-placement setting.</p> <p><b>B.M3</b> Assess the effectiveness of a selected resource in its support for another area of learning in the early years curriculum.</p>	
<b>Learning aim C: Demonstrate skills to support and promote children's safe use of digital technologies</b>		<b>C.D3</b> Demonstrate individual responsibility, professionalism and creativity in the approach to planning and supporting children's thinking and reasoning skills and the safe use of digital technologies.
<p><b>C.P5</b> Present a plan for an activity to support a group of children's safe use, skills and understanding of digital technologies.</p> <p><b>C.P6</b> Implement the plan and review own effectiveness in supporting and promoting children's skills, understanding and safe use of digital technologies.</p>	<p><b>C.M4</b> Justify the activity in terms of planning and own role in supporting the children's thinking and reasoning skills in the use of digital technologies with reference to health and safety.</p>	

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, A.P2, B.P3, B.P4, A.M1, B.M2, B.M3, A.D1, B.D2)

Learning aim: C (C.P5, C.P6, C.M4, C.D3)

## Further information for teachers and assessors

### Resource requirements

For this unit, learners must have access to digital technologies in the work placement early years setting.

### Essential information for assessment decisions

#### Learning aims A and B

**For distinction standard,** learners will draw on their research and experiences in a familiar early years settings to come to a reasoned and valid judgement about the effectiveness of the environment for inclusive provision and opportunities for using and exploring digital technologies. Learners will make clear links to specific requirements of the statutory curriculum for the setting. They will use reasoned arguments about any limitations to the provision and make justified and realistic recommendations for further opportunities in the use of digital technologies. Learners will examine health, safety and safeguarding legislation and come to a conclusion as to how its requirements are met in the setting.

Learners must examine three types of digital technology available in their own work-placement setting and the extent to which they support the development of children's skills and understanding. Learners will provide clear examples, including the development of children's thinking, reasoning and problem-solving skills. Skills to be developed will depend on the selected resources but learners will go into some detail. They will consider, for instance, how the resource develops the concepts of computing, for example algorithms or data representation, creativity in communicating and using information, or how computer programmes can be used to learn about other subjects/topics. Learners must reach a conclusion about the effectiveness of each resource in meeting curricula aims appropriate to the age/stage and capabilities of children and the setting.

**For merit standard,** learners will carry out a detailed investigation of the provision of digital technologies in a selected early years setting. Learners will use valid examples to reach a conclusion on how the opportunities to use digital technologies meet the particular curriculum requirements of the setting. Learners will show in-depth understanding of health and safety and safeguarding legislation, exploring how this is put into practice in their own setting.

Learners will consider a range of resources used in their own work-placement setting that support children's skills and understanding of digital technologies and select three to examine in detail. Ideally, these will be different types, for instance digital devices, radio controlled toys, computer hardware or software. Learners will show a clear understanding of how children can be supported in using digital technologies and reach a conclusion as to how these resources promote skills and understanding. Evidence will be well-structured and contain accurate terminology.

Learners will discuss, using professional language, the merits of the selected resource and how it can be used with children. They must reach a justified conclusion as to why the resource is effective in promoting and supporting the particular knowledge and/or skill requirements of a specific area of learning in the relevant curriculum.

**For pass standard,** learners must recall the statutory requirements for digital technologies of the different statutory curricula frameworks for children from three years up to seven years, 11 months, explaining the aims/learning goals. Learners will show an understanding of the legal framework relevant to health, safety and safeguarding that governs the use of digital technologies in early years settings. They will give examples of what this means for everyday practice in the different early years settings.

Learners must carry out observations and research in a selected early years setting, ideally their own work-placement setting. They will explain the characteristics of the setting relevant to promoting and supporting the use of digital technologies, for instance the everyday use of digital technologies by professionals, the physical environment, opportunities for play and activities using

digital technologies, professionals and parents' attitudes toward digital technology. Learners will discuss reasons why these features are important for supporting and encouraging children's interest in digital technologies.

Learners must give an account of three types of age/stage appropriate digital technology used in their own early years work-placement setting. They will reach a conclusion as to why it is appropriate for the age and stage of development, how each resource is used and how it supports children's skills and understanding of digital technologies.

Learners must select a resource that can be used to support another area of the relevant curriculum, for instance how a software programme supports mathematical skills or literacy. They will explore the resource, giving a detailed account of how it can be used with children. They will reach a conclusion to the aspect of knowledge or skills it can help to develop in another area of learning in the relevant curriculum.

### Learning aim C

**For distinction standard**, learners must demonstrate a high level of professionalism in their approach to planning and supporting activities. They will use their own initiative to negotiate with their supervisor, plan, select and prepare resources in a timely manner. They may seek advice from colleagues but will show professionalism in their approach. Learners will show that they have used reflective practice, taking account of children's reactions and use of resources in order to extend and develop their thinking and reasoning skills. Learner accounts of their professional skills must be supported by witness statements and supervisor and teacher observation and reports.

**For merit standard**, learners must give justified reasons for their choice of environment, resources and how they supported and interacted with children during the activity. They will arrive at a reasoned conclusion about the strengths of each aspect of their planning and implementation. They must give specific examples of how the activity encouraged children to think and reason, for instance through the task they set and/or through questioning. They will consider any weaknesses in their plan or implementation and how they were overcome. Learners must refer to how they assessed risk and ensured that they met health, safety and safeguarding requirements.

**For pass standard**, learners must present a coherent activity plan for supporting children's use of digital technologies. The format of the plan will be appropriate for use by early years professionals. Learners must show they have considered issues that may affect planning, such as the environment and available resources, and how these have been resolved. Learners will identify aims and objectives to show how the plan will support skills and understanding relevant to the age/stage of the child.

Learners must reflect on their activities to give examples of the child's involvement and specific ways in which the activity supported the development of children's skills in the use of digital technologies and understanding of computing. Learners will consider their own role and its effectiveness in supporting the activity. They must explain what went well, what didn't, and what they may plan differently, referring to different aspects of their planning, including the environment, selected resources, support provided and health, safety and safeguarding.

Learners will cross reference evidence between learning aim C of this unit and corresponding Form CPLD 1 skills and competencies section of the PEP.

### **Links to other units**

This unit links to:

- Unit 3: Play and Learning
- Unit 5: Keeping Children Safe
- Unit 9: Observation, Assessment and Planning.

### **Employer involvement**

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.



## Unit 20: Career Development in the Early Years Sector

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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### Unit in brief

Learners will study career development and opportunities in the early years sector. They will investigate the responsibilities of an early years manager and plan their own career development.

### Unit introduction

You have already made a decision to work with young children but have you considered your own career development after you have achieved your BTEC Level 3 qualification? There are many career opportunities in the early years sector so you will need to carefully consider the most appropriate pathways to help you achieve your goal.

In this unit, you will learn about the purpose and importance of career development for professionals working in the early years sector. You will consider how career development impacts on the individual, the children in their care and overall provision. You will find out about the range of career opportunities available to you and the qualifications and experience each pathway requires, whether this is higher level study, such as a foundation degree or specialist study, such as a Forest School qualification. Many professionals aspire to management roles so it is important that you understand management responsibilities, including those for managing and motivating other people. Finally, you will carry out a self-assessment to plan manageable, realistic and motivating goals that will lead you to your own career choice.

Understanding and planning for own career development is important for all those working with children. This unit will help you to progress your career and choose the most appropriate higher level and/or specialist study in the early years sector.

### Learning aims

In this unit you will:

- A** Examine the purpose and opportunities for career development in the early years sector
- B** Investigate the responsibilities of an early years environment manager
- C** Plan for personal career development in the early years sector.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Examine the purpose and opportunities for career development in the early years sector	<b>A1</b> The purpose of career development <b>A2</b> Opportunities for career development	A report that examines the purpose of career development and career opportunities for those working in the early years sector.
<b>B</b> Investigate the responsibilities of an early years environment manager	<b>B1</b> Management responsibilities for provision in an early years environment <b>B2</b> Line management responsibilities	A recruitment plan relating to the responsibilities of a manager of an early years environment.
<b>C</b> Plan for personal career development in the early years sector	<b>C1</b> Plan for career development	A plan that shows the developmental pathway toward the learner's chosen career, with justification.

## Content

### Learning aim A: Examine the purpose and opportunities for career development in the early years sector

#### A1 The purpose of career development

- The benefits of career development for children.
- The purpose of career development for individuals, to include:
  - acquiring professional responsibility
  - keeping up to date with current legislation
  - personal motivation
  - developing own practice
  - acquiring specialist knowledge.
- The benefit to the setting, to include improving the quality of provision.
- The role of reflection in influencing and informing career development.
- How career development links to appraisal.
- The role of continuing professional development (CPD).

#### A2 Opportunities for career development

- How to research the range of career opportunities and job roles in the early years sector.
- Qualifications and pathways to careers, to include:
  - early years educator (EYE)
  - home-based settings
  - social services, e.g. social worker, family support worker
  - health related, e.g. nursing, community nursery nurse, hospital play specialist.
- Pathways to managing an early years environment, e.g. day care settings, children's centres.
- Requirements for teaching in schools, to include early years teacher (EYT), qualified teacher status (QTS).
- Qualifications for working in specialist settings, e.g. Montessori teaching, Forest School qualifications.
- Residential childcare qualifications.
- How to gain qualifications to qualify as a playworker.
- How to develop a career as trainer of early years qualifications, to include qualified teacher in learning and skills (QTLS), assessor qualifications.
- Careers in statutory, private and third sector environments.

### Learning aim B: Investigate the responsibilities of an early years environment manager

#### B1 Management responsibilities for provision in an early years environment

- Responsibilities:
  - of the manager set out in health and safety legislation
  - for safeguarding set out in child protection legislation
  - for meeting service standards.
- How to:
  - plan to meet the early years curricula/framework
  - identify the needs of the community, to include vulnerable groups
  - plan for continual improvement
  - develop policy and procedures
  - work in collaboration and partnership with other professionals and outside agencies
  - develop and maintain working relationships, to include statutory and voluntary organisations
  - develop and maintain working relationships with parents and/or carers.
- How to monitor the success of the early years environment.

**B2 Line management responsibilities**

- Management of own staff and those employed by other agencies.
- Recruitment of staff, to include:
  - interview procedures
  - allocation of roles and responsibilities
  - induction of new staff.
- How to
  - motivate staff
  - support staff, to include coaching and mentoring
  - ensure CPD of staff
  - manage and carry out appraisals and monitor performance.

**Learning aim C: Plan for personal career development in the early years sector****C1 Plan for career development**

- The importance of self-assessment of own skills.
- How to use reflections and feedback from others.
- Tools of self-assessment, to include SWOT (strengths, weaknesses, opportunities, threats) analysis and career diagnostic tests.
- How to identify skills gaps and recognise strengths, interests and achievements.
- Opportunities for further study and qualifications relevant to the early years sector.
- How settings may support career development.
- Sources of support and information.
- How to formulate a career development plan, to include SMART (smart, measurable, achievable, realistic, time-related) targets.
- How to plan long-term goals, priorities and contingencies.
- The importance of reviewing career development plans.
- How to measure achievements in relation to career aspirations.

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Examine the purpose and opportunities for career development in the early years sector</b>		
<p><b>A.P1</b> Explain the purpose of career development for the individual, children using early years settings and the provision of services.</p> <p><b>A.P2</b> Discuss career development pathways for professionals working in the early years sector.</p>	<p><b>A.M1</b> Assess the extent to which career development impacts on individual, children using early years settings and the provision of services.</p> <p><b>A.M2</b> Analyse the potential for own career development within a selected career pathway.</p>	<p><b>A.D1</b> Evaluate the importance of career development for individual children using early years settings and the provision of services.</p>
<b>Learning aim B: Investigate the responsibilities of an early years environment manager</b>		
<p><b>B.P3</b> Explain management responsibilities for provision in an early years setting.</p> <p><b>B.P4</b> Explain line management responsibilities for staff in an early years setting.</p>	<p><b>B.M3</b> Analyse management responsibilities for quality provision in an early years setting.</p>	<p><b>B.D2</b> Evaluate management responsibilities for quality provision in early years setting.</p>
<b>Learning aim C: Plan for personal career development in the early years sector</b>		
<p><b>C.P5</b> Present a clear and effective plan for personal career development.</p> <p><b>C.P6</b> Explain how the plan can support personal career development.</p>	<p><b>C.M4</b> Justify action plan in relation to personal career development.</p>	<p><b>C.D3</b> Evaluate the contribution of effective planning to career development to include careers in management of early years environments.</p>

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of three summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aim: A (A.P1, A.P2, A.M1, A.M2, A.D1)

Learning aim: B (B.P3, B.P4, B.M3, B.D2)

Learning aim: C (C.P5, C.P6, C.M4, C.D3)

## Further information for teachers and assessors

### Resource requirements

There are no specific additional requirements for this unit.

### Essential information for assessment decisions

#### Learning aim A

**For distinction standard**, learners must give a considered response, articulating their argument clearly and concisely and demonstrating high-quality written communication. They will make reasoned and valid judgements about the significance of career development, supporting their argument with examples pertinent to the individual, outcomes for children and the quality of the provision.

**For merit standard**, learners must demonstrate a good understanding of the importance of career development. They will reach a reasoned conclusion, using pertinent examples, about the relationship between career development and the possible impact on the outcomes for the individual children using the setting and the quality of services provided.

Learners must select one career pathway and make a reasoned judgement about their own potential for development towards that career. They will self-reflect on their own educational progress, experience, expertise and motivation and show the relationship between their personal achievements and the requirements of the chosen career.

**For pass standard**, learners must give a clear account of how career development helps the individual to develop personally, how it influences the experiences and outcomes for children and the quality and type of provision. Learners will give well-defined or familiar examples of the influences on each aspect.

Learners must consider familiar careers in the early years sector, including social work, health and education pathways. They will give information on training and entry requirements for each career pathway and opportunities for progression/further training.

#### Learning aim B

**For distinction standard**, learners must articulate their information clearly and concisely using correct vocational terminology. Learners will demonstrate in-depth understanding of a wide range of responsibilities, including complex situations. They will justify their conclusions about the significance of the responsibilities of the manager and the impact this has on the smooth running of the environment and in ensuring high quality provision. Learners will explore any constraints linked to responsibilities and how these can affect the outcomes for children.

**For merit standard**, learners must present a detailed examination of the responsibilities of the manager relevant to a selected early years setting, including everyday and less familiar contexts. Learners will use appropriate vocational terminology. They must apply knowledge to show a clear relationship between responsibilities and ensuring safe, quality provision.

**For pass standard**, learners must give clear details of management responsibilities relating to provision for children's care and education. They will arrive at a conclusion about the importance of familiar and well-defined responsibilities, giving reasons why each is important for ensuring good quality and safe provision.

Learners must recall the strategies for the line management of staff relevant to usual, everyday responsibilities, including staff recruitment, supporting career development and promoting and monitoring performance. Learners will give reasons for each strategy making links to how it leads to improved performance and outcomes for children.

## Learning aim C

**For distinction standard,** learners must articulate their arguments clearly and professionally and come to a valid and reasoned conclusion about the significance of engaging in effective planning for career development, including future potential management roles. Learners will demonstrate in-depth understanding of how theories and tools can support planning. They must examine the importance of setting realistic goals and choosing the most appropriate pathway. They will consider the relevance of realistic timescales and reasons why they are important. Learners must also explore any barriers to effective planning, and how they may affect their career development, and make justified and realistic suggestions of how these can be overcome.

**For merit standard,** learners must show that their planning is realistic and achievable by reflecting on, and justifying, the extent to which it is likely to help them achieve their personal career goal. Learners will reflect on their choice of theories and tools for planning and sources of information, support and advice, suggesting why these are pertinent to the selected career.

Learners must select appropriate tools to produce a plan for personal career development. The plan will be clearly laid out and show the steps learners will need to take, the qualifications they may need to gain and any support needs to reach their career goal. Learners must include timescales and explain how their success will be measured.

Learners must refer directly to their plan to support the information they provide on how it is likely to support them in achieving their career aspirations. They will explore possible changing needs or difficulties they may face and suggest how these can be overcome.

**For pass standard,** learners must select appropriate tools to produce a plan for personal career development. The plan will be clearly laid out and show the steps learners will need to take, the qualifications they may need to gain and any support needs to reach their career goal. Learners must include timescales and explain how their success will be measured.

Learners must refer directly to their plan to support they information provide on how it is likely to support them in achieving their career aspirations. They will explore possible changing needs or difficulties they may have, for example timeframes or accessing sources of advice or support, and suggest how these can be overcome.

## Links to other units

This unit links to *Unit 10: Reflective Practice*.

## Employer involvement

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.

# Unit 21: Children's Imaginative Play and Creativity

Level: **3**

Unit type: **Internal**

Guided learning hours: **60**

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## Unit in brief

Learners will study the value of creative and imaginative play, how early years professionals provide for creative and imaginative play and plan and implement their own activities.

## Unit introduction

Can you define creative and imaginative play? Creativity involves a wide range of activities through which children can express themselves, for example music, dance, art, imaginative activities and role play. In imaginative play, children can explore a range of situations and will often act out past experiences or events. Creative and imaginative play do not always have an end product but are important for children to develop their imagination, experiment, explore their environment and solve problems.

In this unit, you will investigate the value of creative and imaginative play for children's learning and development. You will explore how an early years environment is organised and the resources that can be used to support creative and imaginative play. You will consider the role of the professional in planning and supporting child-initiated play in a positive and sensitive way that enables children to develop their imagination and creativity. Finally, you will plan a creative and an imaginative play activity, organise the environment and select resources and apply your own skills to support groups of children as they play.

This unit will prepare you for a variety of careers as an early years educator in the private, voluntary or state sector, or help you to progress to higher education studies in early years education or management.

## Learning aims

In this unit you will:

- A** Understand the value of creative and imaginative play for children's development
- B** Explore how early years settings provide for children's creative and imaginative play
- C** Plan and implement a creative and an imaginative play activity for children.

## Summary of unit

Learning aim	Key content areas	Recommended assessment approach
<b>A</b> Understand the value of creative and imaginative play for children's development	<b>A1</b> The value of creative play <b>A2</b> The value of imaginative play	A report that is based on learners' research and observations from own work placement that evaluates the benefits, provision, resources and support of creative and imaginative play.
<b>B</b> Explore how early years settings provide for children's creative and imaginative play	<b>B1</b> Effective environments for creative and imaginative play <b>B2</b> Resources for creative and imaginative play <b>B3</b> The professional's role in providing creative and imaginative play	
<b>C</b> Plan and implement a creative and an imaginative play activity for children	<b>C1</b> Plan for creative and imaginative play <b>C2</b> Implement creative and imaginative play activities	A portfolio of evidence of learners' skills in planning for and implementing a creative and an imaginative play activity.

## Content

### Learning aim A: Understand the value of creative and imaginative play for children's development

#### A1 The value of creative play

- The definition of creativity as the expression of thoughts, ideas and feelings.
- The importance of creativity, to include curiosity, exploration, investigation and mastery.
- Information processing theories associated with creativity, to include Bruner's enactive mode, iconic mode and symbolic mode.
- The benefits of creativity for children's holistic development and learning.
- The importance of learning from hands-on experience.
- The role of creative play in problem solving.
- The link between creativity and areas of the curriculum, including expressive arts, early science, ICT and early maths.

#### A2 The value of imaginative play

- The definition of imaginative play as suspending belief in reality and moving into a pretend world.
- The features of different types of imaginative play.
- The benefits of imaginative play for learning and development, to include:
  - extended thinking and problem solving
  - exploring mathematical concepts
  - language and literacy.
- How imaginative play encourages creativity.
- How imaginative play can support physical development.
- The importance of child-initiated activity for emotional and social development.
- How imaginative play can bridge the gap between the culture of home and the early years setting.

### Learning aim B: Explore how early years settings provide for children's creative and imaginative play

#### B1 Effective environments for creative and imaginative play

- How learning environments are organised to maximise creativity and imagination.
- The importance of child-initiated play for promoting creativity and imagination.
- How to use the outdoor environment to stimulate creative and imaginative play.
- The importance of providing sustained time for development of skills, mastery and freedom to explore.
- The importance of providing opportunities to revisit activities.
- How books/stories and music are used as a stimulus for creative play and imaginative play.
- How creative and imaginative play are used to support areas of the curriculum.
- The importance of providing open-ended experiences.

#### B2 Resources for creative and imaginative play

- How to set up and maintain resources for imaginative play, to include:
  - domestic play
  - fantasy play
  - superhero play
  - small-world play.
- How to set up and maintain equipment and resources for creative play, to include:
  - junk modelling and collage
  - mark-making/painting
  - music and dance
  - sensory materials.

- The importance of well-organised and accessible resources.
- How to enrich imaginative play through the use of props.
- Resources that encourage problem solving, to include natural, open-ended and recycled resources.

### **B3 The professional's role in providing creative and imaginative play**

- The role observation plays in supporting planning and assessing the effectiveness of imaginative and creative play.
- The planning cycle, to include planning based on observations of children's ability and interests.
- How to involve children in the assessment and planning process.
- The use of scaffolding strategies during imaginative and creative play.
- How to support and extend thinking and learning skills by becoming a role-play partner.
- How to use strategies that encourage children to make connections and think creatively.
- How to encourage persistence and experimentation.
- How to value children's ideas and efforts, to include offering constructive feedback and encouragement.
- The importance of involving parents in planning, to include information sharing.
- How to support inclusion.
- The importance of reflecting on own role in developing children's creativity and imagination.

## **Learning aim C: Plan and implement a creative and an imaginative play activity for children**

### **C1 Plan for creative and imaginative play**

- Format for recording plans, to include objectives and measures for success.
- How to take account of children's interests and abilities.
- Links to areas of the curriculum.
- How to select age-safe appropriate resources and props.
- How to prepare indoor and outdoor environments for creative play and imaginative play.
- Risk assessment for creative and imaginative play.
- How to identify own role during creative and imaginative activity.

### **C2 Implement creative and imaginative play activities**

- How to support children's creativity and sustained thinking.
- How to encourage and support language and communication.
- How to become a play partner in imaginative play.
- How to recognise when to intervene in children's play.
- How to adapt the activity for children that are not engaged.
- How to extend play activities to further imagination and creativity.
- How to measure the effectiveness of creative/imaginative play.

## Assessment criteria

Pass	Merit	Distinction
<b>Learning aim A: Understand the value of creative and imaginative play for children's development</b>		
<p><b>A.P1</b> Explain the benefits of creative and imaginative play for children's learning and development with reference to theories.</p> <p><b>A.P2</b> Explain how creative and imaginative play can support areas of the early years curricula framework.</p>	<p><b>A.M1</b> Assess the impact of creative and imaginative play opportunities for children's learning and holistic development.</p>	
<b>Learning aim B: Explore how early years settings provide for children's creativity and imaginative play</b>		<b>AB.D1</b> Evaluate the environment and contribution of professionals for effective creative and imaginative play in an early years setting.
<p><b>B.P3</b> Explain the features of an indoor and outdoor environment for effective creative and imaginative play in an early years setting.</p> <p><b>B.P4</b> Explain the role of the professionals in providing effective opportunities to support children's creativity.</p> <p><b>B.P5</b> Explain how professionals in an early years setting support and extend children's imaginative play.</p>	<p><b>B.M2</b> Assess the extent to which own work-placement setting provides opportunities for effective creative and imaginative play.</p> <p><b>B.M3</b> Analyse strategies used by early years professionals in own work-placement setting to support learning and development through child-initiated creative and imaginative play.</p>	
<b>Learning aim C: Plan and implement a creative and an imaginative play activity for children</b>		<b>C.D2</b> Evaluate the effectiveness of planning and implementation of a creative and an imaginative play activity for children's learning and development.
<p><b>C.P6</b> Present a plan for a creative and an imaginative play activity to support children's creativity and imagination.</p> <p><b>C.P7</b> Implement the plans and review their effectiveness in supporting and promoting children's creativity and imagination.</p>	<p><b>C.M4</b> Justify the planned activities in terms of organisation of the environment, resources and own role in supporting the children's creative and imaginative play.</p>	<b>C.D3</b> Demonstrate effective self-management, professionalism and imagination in the approach to planning and supporting creative and imaginative play.

## Essential information for assignments

The recommended structure of assessment is shown in the unit summary along with suitable forms of evidence. *Section 6* gives information on setting assignments and there is further information on our website.

There is a maximum number of two summative assignments for this unit. The relationship of the learning aims and criteria is:

Learning aims: A and B (A.P1, A.P2, B.P3, B.P4, BP.5, A.M1, B.M2, B.M3, AB.D1)

Learning aim: C (C.P6, C.P7, C.M4, C.D2, C.D3)

## Further information for teachers and assessors

### Resource requirements

There are no specific additional resources for this unit.

### Essential information for assessment decisions

#### Learning aims A and B

**For distinction standard,** learners should draw on their research and come to a reasoned and valid judgement about the effectiveness of their own work placement environment in the provision of creative and imaginative play. Learners should examine the organisation of indoor and outdoor play areas, the role of professionals and the use of resources and props. They should use reasoned arguments about the limitations to the provision, making justified and realistic recommendations for improvement and further play opportunities.

**For merit standard,** learners should explore opportunities for creative and imaginative play, including those that are less familiar, and come to a reasoned conclusion about the extent to which they can promote different aspects of children's learning and development.

Learners should show that they have carried out detailed observations of the curriculum organisation and environment in their own work placement and come to a reasoned conclusion about opportunities for effective creative and imaginative play, making realistic suggestions for further opportunities.

Learners should show that they understand the features of child-initiated play and examine a range of ways that professionals can support play, for instance through questioning or acting as a play partner. Learners should show that they understand the importance of the professional's role in supporting, but not directing or leading play, suggesting relevant ways professionals could support, extend and/or intervene in the play.

**For pass standard,** learners should use examples of more common types and features of creative and imaginative play opportunities, making relevant links to how they may impact on different aspects of children's learning and development, with reasons. Learners should recall relevant theories and attempt to explain the importance of creative and imaginative play for cognitive development.

Learners should use examples of different types of creative and imaginative play activity and examine how they can support areas of the early years curricula/framework, showing their understanding that some types of creative and imaginative play can support more than one area of the curriculum. Learners should give reasons for their views, for instance how and why junk modelling promotes children's mathematical and fine motor skills.

Learners should use their experience in the workplace to research and identify different features of an early years environment that support creative and imaginative play. They should refer to examples of different aspects of the environment, both indoor and outdoor, including the layout/areas used for different types of play, resources and how they are accessed and curriculum organisation, and come to a conclusion about how each feature gives children the opportunity for creative and imaginative play.

Learners should explore the role of the professional in providing opportunities for creative and imaginative play, describing the planning cycle from the observation and assessment of children through to reviewing the success of the play. Learners should explore the strategies used by professionals to support children's play, including suggestions for when and how they should intervene, for instance to encourage experimentation or to provide additional resources to extend play.

## Learning aim C

**For distinction standard,** learners should draw valid conclusions about the success of their planning and implementation of activities. Learners should explore any limitations to their planning in relation to the desired outcomes, making justified and realistic recommendations for improvement. They should give reasoned examples of how each activity supported the children, giving detail of the children's involvement in the play, what they learned and the skills they developed.

Learners must demonstrate a high level of professionalism in their approach to planning and supporting activities. They should use their own initiative to negotiate with their supervisor, plan, select and prepare resources in a timely manner. Learners may seek advice from colleagues but should show professionalism in their approach. They will use reflective practice, taking account of children's reactions and the use of resources in order to extend and develop their play. Learners' accounts of their professional skills must be supported by a witness testimony and supervisor and teacher observation reports.

**For merit standard,** learners should give justified reasons for their choice of environment, the selected resources and how they supported and interacted with children during each play activity. They should arrive at a reasoned conclusion about the strengths of each aspect of their planning and implementation, with reference to any weaknesses and how these were overcome, and the implications for future planning.

**For pass standard,** learners should present two activity plans: one for supporting creative play and one for imaginative play. The format of the plans should be appropriate for use by early years professionals. Learners should show that they have considered relevant issues that may affect planning, such as the environment and available resources, and how these have been resolved. Learners should identify aims and objectives to show how the plans will support creativity and imagination relevant for the age/stage of the child.

Learners should reflect on their play activities and give examples of the children's enjoyment and involvement and specific ways in which the activities supported children's creativity and imagination. Learners should consider their own role in supporting the play. They should explain what went well and not so well and what they may have planned differently, referring to different aspects of their planning, including the environment and selected resources and props.

## Links to other units

This unit links to *Unit 3: Play and Learning*.

## Employer involvement

This unit would benefit from employer involvement in the form of:

- guest speakers
- technical workshops involving local early years educators
- contribution of ideas to unit assignment/project materials
- opportunities for observation during work experience
- support from local early years educators as mentors.

## 4 Planning your programme

### How do I choose the right BTEC National qualification for my learners?

BTEC Nationals come in a range of sizes, each with a specific purpose. You will need to assess learners very carefully to ensure that they start on the right size of qualification to fit into their 16–19 study programme, and that they take the right pathways or optional units that allow them to progress to the next stage.

Some learners may want to take a number of complementary qualifications or keep their progression options open. These learners may be suited to taking a BTEC National Certificate or Extended Certificate. Learners who then decide to continue with a fuller vocational programme can transfer to a BTEC National Diploma or Extended Diploma, for example for their second year.

Some learners are sure of the sector they want to work in and are aiming for progression into that sector via higher education. These learners should be directed to the two-year BTEC National Extended Diploma as the most suitable qualification.

As a centre, you may want to teach learners who are taking different qualifications together. You may also wish to transfer learners between programmes to meet changes in their progression needs. You should check the qualification structures and unit combinations carefully as there is no exact match among the different sizes. You may find that learners need to complete more than the minimum number of units when transferring.

When learners are recruited, you need to give them accurate information on the title and focus of the qualification for which they are studying.

### Is there a learner entry requirement?\*

As a centre it is your responsibility to ensure that learners who are recruited have a reasonable expectation of success on the programme. There are no formal entry requirements but we expect learners to have qualifications at or equivalent to Level 2.

Learners are most likely to succeed if they have:

- five GCSEs at good grades and/or
- BTEC qualification(s) at Level 2
- achievement in English and mathematics through GCSE or Functional Skills.

Learners may demonstrate ability to succeed in various ways. For example, learners may have relevant work experience or specific aptitude shown through diagnostic tests or non-educational experience.

\* for latest updated information check current NCTL requirements

### What is involved in becoming an approved centre?

All centres must be approved before they can offer these qualifications – so that they are ready to assess learners and so that we can provide the support that is needed. Further information is given in *Section 8*.

### What level of sector knowledge is needed to teach these qualifications?

We do not set any requirements for teachers but expect that centres will assess their overall skills and knowledge of the teaching team to ensure that they are relevant and up to date. This will give learners a rich programme to prepare them for employment in the sector. As part of the requirements of the programme are to involve employers in delivery this should support centres in ensuring that they are following up to date practices when delivering the programme.

### What resources are required to deliver these qualifications?

As part of your centre approval you will need to show that the necessary material resources and work spaces are available to deliver BTEC Nationals. For some units, specific resources are required. This is indicated in the units.

## How can myBTEC help with planning for these qualifications?

myBTEC is an online toolkit that supports the delivery, assessment and quality assurance of BTECs in centres. It supports teachers with activities, such as choosing a valid combination of units, creating assignment briefs and creating assessment plans. For further information see *Section 10*.

## Which modes of delivery can be used for these qualifications?

You are free to deliver BTEC Nationals using any form of delivery that meets the needs of your learners. We recommend making use of a wide variety of modes, including direct instruction in classrooms or work environments, investigative and practical work, group and peer work, private study and e-learning.

## What are the requirements for meaningful employer involvement?

### Requirements

This BTEC National Extended Diploma in Children's Play, Learning and Development (Early Years Educator) has been designed as a Tech Level qualification. As an approved centre you are required to ensure that during their study, every learner has access to meaningful activity involving employers. Involvement should be with employers from the early years sector and should form a significant part of the delivery or assessment of the qualification. Each centre's approach to employer involvement will be monitored in two ways. It will be monitored at centre level in the first term each year as part of the annual quality management review process that addresses centre strategy for delivery, assessment and quality assurance, when we will ask you to show evidence of how employer involvement is provided for all learners. You will need to show evidence in order to gain reporting clearance for certification. It will be monitored also at programme level as part of the standards verification process to confirm that plans for employer involvement meet the requirements of the specification. These approaches are designed to ensure additional activities can be scheduled where necessary so learners are not disadvantaged (see *Section 8: Quality assurance*).

We know that the vast majority of programmes already have established links with employers. In order to give you maximum flexibility in creating and strengthening employer involvement, we have not specified a particular level of input from employers. However, meaningful employer involvement, as defined below, should contribute significantly to at least **three** units of which one must be a mandatory unit.

These are units that specify where delivery and/or assessment will be linked to employers.

- Unit 3: Play and Learning
- Unit 5: Keeping Children Safe
- Unit 6: Children's Physical Development, Care and Health Needs
- Unit 7: Children's Personal, Social and Emotional Development
- Unit 8: Working with Parents and Others in Early Years
- Unit 9: Observation, Assessment and Planning
- Unit 10: Reflective Practice
- Unit 11: The Early Years Foundation Stage.

Employer involvement in these units is subject to verification as part of the standards verification process (see *Section 8*).

Employers will carry out workplace review on skills and behaviours demonstrated and complete witness statements where appropriate.

Work placement is mandatory for all the BTEC Level 3 National qualifications in Children's Play, Learning and Development

- For the Extended Diploma, learners are required to complete a minimum of 750 hours in work placement, in a minimum of two different settings.

There are suggestions in many of the units about how employers could become involved in delivery and/or assessment. These suggestions are not exhaustive and there will be other possibilities at local level.

To support learner activity and learning while in the work placement, a Practical Evidence Portfolio (PEP) is available to record interactions and attainment of Early Years Educator criteria, and qualification assessment criteria. There are also a number of forms included to assist the learner with various tasks they will be likely to be asked to carry out.

### **Definition**

Activities that are eligible to be counted as meaningful engagement are:

- structured work experience or work placements that develop skills and knowledge relevant to the qualification
- projects or assessments set with input from industry practitioners
- master classes or guest lectures from industry practitioners
- 'expert witness' reports from practitioners that contribute to the assessment of a learner's work.

There may be other ways in which learners can benefit from contact with employers or prepare for employment, such as listening to careers talks or working in simulated environments. While they provide benefits to learners they do not count as meaningful engagement.

### **Support**

It is important that you give learners opportunities that are high quality and directly relevant to their study. We will support you in this through guidance materials and by giving you examples of best practice.

### **What support is available?**

We provide a wealth of support materials, including curriculum plans, delivery guides, authorised assignment briefs, additional papers for external assessments and examples of marked learner work.

You will be allocated a Standards Verifier early on in the planning stage to support you with planning your assessments. There will be extensive training programmes as well as support from our Subject Advisor team.

For further details see *Section 10*.

### **How will my learners become more employable through these qualifications?**

All BTEC Nationals are mapped to relevant occupational standards (see *Appendix 1*).

In the mandatory content and the selected optional units that focus on technical preparation learners will be acquiring the key knowledge and skills that employers need. Also, employability skills, such as team working and entrepreneurialism, and completing realistic tasks have been built into the design of the learning aims and content. This gives you the opportunity to use relevant contexts, scenarios and materials to enable learners to develop a portfolio of evidence that demonstrates the breadth of their skills and knowledge in a way that equips them for employment.

There is also a Practical Evidence Portfolio (PEP) for use during work placement.

# 5 Assessment structure and external assessment

## Introduction

BTEC Nationals are assessed using a combination of *internal assessments*, which are set and marked by teachers, and *external assessments* which are set and marked by Pearson:

- mandatory units have a combination of internal and external assessments
- all optional units are internally assessed.

We have taken great care to ensure that the assessment method chosen is appropriate to the content of the unit and in line with requirements from employers and higher education.

In developing an overall plan for delivery and assessment for the programme, you will need to consider the order in which you deliver units, whether delivery is over short or long periods and when assessment can take place. Some units are defined as synoptic units (see *Section 2*). Normally, a synoptic assessment is one that a learner would take later in a programme and in which they will be expected to apply learning from a range of units. Synoptic units may be internally or externally assessed. Where a unit is externally assessed you should refer to the sample assessment materials (SAMs) to identify where there is an expectation that learners draw on their wider learning. For internally-assessed units, you must plan the assignments so that learners can demonstrate learning from across their programme. A unit may be synoptic in one qualification and not another because of the relationship it has to the rest of the qualification.

We have addressed the need to ensure that the time allocated to final assessment of internal and external units is reasonable so that there is sufficient time for teaching and learning, formative assessment and development of transferable skills.

In administering internal and external assessment, the centre needs to be aware of the specific procedures and policies that apply, for example to registration, entries and results. An overview with signposting to relevant documents is given in *Section 7*.

## Internal assessment

Our approach to internal assessment for these qualifications will be broadly familiar to experienced centres. It offers flexibility in how and when you assess learners, provided that you meet assessment and quality assurance requirements. You will need to take account of the requirements of the unit format, which we explain in *Section 3*, and the requirements for delivering assessment given in *Section 6*.

## External assessment

A summary of the external assessment for this qualification is given in *Section 2*. You should check this information carefully, together with the unit specification and the sample assessment materials, so that you can timetable learning and assessment periods appropriately.

Learners must be prepared for external assessment by the time they undertake it. In preparing learners for assessment you will want to take account of required learning time, the relationship with other external assessments and opportunities for retaking. You should ensure that learners are not entered for unreasonable amounts of external assessment in one session. Learners may resit an external assessment to obtain a higher grade of near pass or above. If a learner has more than one attempt, then the best result will be used for qualification grading, up to the permitted maximum. It is unlikely that learners will need to or benefit from taking all assessments twice so you are advised to plan appropriately. Some assessments are synoptic and learners are likely to perform best if these assessments are taken towards the end of the programme.

## Key features of external assessment in children's play, learning and development

In children's play, learning and development, after consultation with stakeholders, we have developed the following:

- *Unit 1: Children's Development*, is assessed by an exam set by Pearson. The unit is externally assessed to show the learner's occupational readiness, testing their knowledge of the vital underpinning theories needed to work and provide services in CPLD. Learners will demonstrate their knowledge of child development theories in applied situations, analysing and evaluating these through questions set and marked by Pearson.
- *Unit 2: Development of Children's Communication, Literacy and Numeracy Skills*, is assessed in a two part task set by Pearson. At the beginning of the two day assessment window, learners are given Part A, which contains a case study of an early years centre, which the learner is expected to research and gather more information on. At the end of the two day assessment window, learners will have a specified assessment period of three hours, when they are given Part B, which contains three activities to complete based on the case study. The unit is externally assessed to show the learner can apply the knowledge and understanding of children's communication, literacy and numeracy learning to practical scenarios similar to those they will face in CPLD settings.
- *Unit 4: Enquiries into Current Research in Early Years Practice*, is assessed in a two part task set by Pearson. At the beginning of the six week assessment window, learners are given Part A, which contains a research article on an early years education issue, which the learner is expected to research and gather more information on. At the end of the six week assessment window, learners will have a specified assessment period of three hours, when they are given Part B, which contains a series of questions on the issue raised in the article. The unit is externally assessed to show the learner has developed strong and rigorous research skills, and ability to read and understand research articles, necessary for academic progression and professional development.

## Units

The externally-assessed units have a specific format which we explain in *Section 3*. The content of units will be sampled across external assessments over time through appropriate papers and tasks. The ways in which learners are assessed are shown through the assessment outcomes and grading descriptors. External assessments are marked and awarded using the grade descriptors. The grades available are Distinction (D), Merit (M), Pass (P) and Near Pass (N). The Near Pass (N) grade gives learners credit below a Pass, where they have demonstrated evidence of positive performance which is worth more than an unclassified result but not yet at the Pass standard.

## Sample assessment materials

Each externally-assessed unit has a set of sample assessment materials (SAMs) that accompanies this specification. The SAMs are there to give you an example of what the external assessment will look like in terms of the feel and level of demand of the assessment. In the case of units containing synoptic assessment, the SAMs will also show where learners are expected to select and apply from across the programme.

The SAMs show the range of possible question types that may appear in the actual assessments and give you a good indication of how the assessments will be structured. While SAMs can be used for practice with learners, as with any assessment the content covered and specific details of the questions asked will change in each assessment.

A copy of each of these assessments can be downloaded from our website. An additional sample of each of the Pearson-set units will be available before the first sitting of the assessment to allow your learners further opportunities for practice.

## 6 Internal assessment

This section gives an overview of the key features of internal assessment and how you, as an approved centre, can offer it effectively. The full requirements and operational information are given in the *Pearson Quality Assurance Handbook*. All members of the assessment team need to refer to this document.

For BTEC Nationals it is important that you can meet the expectations of stakeholders and the needs of learners by providing a programme that is practical and applied. Centres can tailor programmes to meet local needs and use links with local employers and the wider vocational sector.

When internal assessment is operated effectively it is challenging, engaging, practical and up to date. It must also be fair to all learners and meet national standards.

### Principles of internal assessment

#### Assessment through assignments

For internally-assessed units, the format of assessment is an assignment taken after the content of the unit, or part of the unit if several assignments are used, has been delivered. An assignment may take a variety of forms, including practical and written types. An assignment is a distinct activity completed independently by learners that is separate from teaching, practice, exploration and other activities that learners complete with direction from, and formative assessment by, teachers.

An assignment is issued to learners as an assignment brief with a defined start date, a completion date and clear requirements for the evidence that they need to provide. There may be specific observed practical components during the assignment period. Assignments can be divided into tasks and may require several forms of evidence. A valid assignment will enable a clear and formal assessment outcome based on the assessment criteria.

#### Assessment decisions through applying unit-based criteria

Assessment decisions for BTEC Nationals are based on the specific criteria given in each unit and set at each grade level. To ensure that standards are consistent in the qualification and across the suite as a whole, the criteria for each unit have been defined according to a framework. The way in which individual units are written provides a balance of assessment of understanding, practical skills and vocational attributes appropriate to the purpose of qualifications.

The assessment criteria for a unit are hierarchical and holistic. For example, if an M criterion requires the learner to show 'analysis' and the related P criterion requires the learner to 'explain', then to satisfy the M criterion a learner will need to cover both 'explain' and 'analyse'. The unit assessment grid shows the relationships among the criteria so that assessors can apply all the criteria to the learner's evidence at the same time. In *Appendix 2* we have set out a definition of terms that assessors need to understand.

Assessors must show how they have reached their decisions using the criteria in the assessment records. When a learner has completed all the assessment for a unit then the assessment team will give a grade for the unit. This is given simply according to the highest level for which the learner is judged to have met all the criteria. Therefore:

- to achieve a Distinction, a learner must have satisfied all the Distinction criteria (and therefore the Pass and Merit criteria); these define outstanding performance across the unit as a whole
- to achieve a Merit, a learner must have satisfied all the Merit criteria (and therefore the Pass criteria) through high performance in each learning aim
- to achieve a Pass, a learner must have satisfied all the Pass criteria for the learning aims, showing coverage of the unit content and therefore attainment at Level 3 of the national framework.

The award of a Pass is a defined level of performance and cannot be given solely on the basis of a learner completing assignments. Learners who do not satisfy the Pass criteria should be reported as Unclassified.

### **The assessment team**

It is important that there is an effective team for internal assessment. There are three key roles involved in implementing assessment processes in your centre, each with different interrelated responsibilities, the roles are listed below. Full information is given in the *Pearson Quality Assurance Handbook*.

- The Lead Internal Verifier (the Lead IV) has overall responsibility for the programme, its assessment and internal verification to meet our requirements, record keeping and liaison with the Standards Verifier. The Lead IV registers with Pearson annually. The Lead IV acts as an assessor, supports the rest of the assessment team, makes sure that they have the information they need about our assessment requirements and organises training, making use of our guidance and support materials.
- Internal Verifiers (IVs) oversee all assessment activity in consultation with the Lead IV. They check that assignments and assessment decisions are valid and that they meet our requirements. IVs will be standardised by working with the Lead IV. Normally, IVs are also assessors but they do not verify their own assessments.
- Assessors set or use assignments to assess learners to national standards. Before taking any assessment decisions, assessors participate in standardisation activities led by the Lead IV. They work with the Lead IV and IVs to ensure that the assessment is planned and carried out in line with our requirements.

### **Effective organisation**

Internal assessment needs to be well organised so that the progress of learners can be tracked and so that we can monitor that assessment is being carried out in line with national standards. We support you through, for example, providing training materials and sample documentation. Our online myBTEC service can help support you in planning and record keeping. Further information on using myBTEC can be found in *Section 10* and on our website.

It is particularly important that you manage the overall assignment programme and deadlines to make sure that learners are able to complete assignments on time.

### **Learner preparation**

To ensure that you provide effective assessment for your learners, you need to make sure that they understand their responsibilities for assessment and the centre's arrangements.

From induction onwards, you will want to ensure that learners are motivated to work consistently and independently to achieve the requirements of the qualifications. Learners need to understand how assignments are used, the importance of meeting assignment deadlines, and that all the work submitted for assessment must be their own.

You will need to give learners a guide that explains how assignments are used for assessment, how assignments relate to the teaching programme, and how learners should use and reference source materials, including what would constitute plagiarism. The guide should also set out your approach to operating assessment, such as how learners must submit work and request extensions.

## Setting effective assignments

### Setting the number and structure of assignments

In setting your assignments, you need to work with the structure of assignments shown in the *Essential information for assignments* section of a unit. This shows the structure of the learning aims and criteria that you must follow and the recommended number of assignments that you should use. For some units we provide authorised assignment briefs, for all the units we give you suggestions on how to create suitable assignments. You can find these materials along with this specification on our website. In designing your own assignment briefs you should bear in mind the following points.

- The number of assignments for a unit must not exceed the number shown in *Essential information for assignments*. However, you may choose to combine assignments, for example to create a single assignment for the whole unit.
- You may also choose to combine all or parts of different units into single assignments, provided that all units and all their associated learning aims are fully addressed in the programme overall. If you choose to take this approach, you need to make sure that learners are fully prepared so that they can provide all the required evidence for assessment and that you are able to track achievement in the records.
- A learning aim must always be assessed as a whole and must not be split into two or more tasks.
- The assignment must be targeted to the learning aims but the learning aims and their associated criteria are not tasks in themselves. Criteria are expressed in terms of the outcome shown in the evidence.
- You do not have to follow the order of the learning aims of a unit in setting assignments but later learning aims often require learners to apply the content of earlier learning aims and they may require learners to draw their learning together.
- Assignments must be structured to allow learners to demonstrate the full range of achievement at all grade levels. Learners need to be treated fairly by being given the opportunity to achieve a higher grade if they have the ability.
- As assignments provide a final assessment, they will draw on the specified range of teaching content for the learning aims. The specified content is compulsory. The evidence for assessment need not cover every aspect of the teaching content as learners will normally be given particular examples, case studies or contexts in their assignments. For example, if a learner is carrying out one practical performance, or an investigation of one organisation, then they will address all the relevant range of content that applies in that instance.

### Providing an assignment brief

A good assignment brief is one that, through providing challenging and realistic tasks, motivates learners to provide appropriate evidence of what they have learned.

An assignment brief should have:

- a vocational scenario, this could be a simple situation or a full, detailed set of vocational requirements that motivates the learner to apply their learning through the assignment
- clear instructions to the learner about what they are required to do, normally set out through a series of tasks
- an audience or purpose for which the evidence is being provided
- an explanation of how the assignment relates to the unit(s) being assessed.

## Forms of evidence

BTEC Nationals have always allowed for a variety of forms of evidence to be used, provided that they are suited to the type of learning aim being assessed. For many units, the practical demonstration of skills is necessary and for others, learners will need to carry out their own research and analysis. The units give you information on what would be suitable forms of evidence to provide learners with the opportunity to apply a range of employability or transferable skills. Centres may choose to use different suitable forms for evidence to those proposed. Overall, learners should be assessed using varied forms of evidence.

Full definitions of types of assessment are given in *Appendix 2*. These are some of the main types of assessment:

- written reports
- projects
- time-constrained practical assessments with observation records and supporting evidence
- recordings of performance
- sketchbooks, working logbooks, reflective journals
- presentations with assessor questioning.

The form(s) of evidence selected must:

- allow the learner to provide all the evidence required for the learning aim(s) and the associated assessment criteria at all grade levels
- allow the learner to produce evidence that is their own independent work
- allow a verifier to independently reassess the learner to check the assessor's decisions.

For example, when you are using performance evidence, you need to think about how supporting evidence can be captured through recordings, photographs or task sheets.

Centres need to take particular care that learners are enabled to produce independent work.

For example, if learners are asked to use real examples, then best practice would be to encourage them to use their own or to give the group a number of examples that can be used in varied combinations.

## Making valid assessment decisions

### Authenticity of learner work

Once an assessment has begun, learners must not be given feedback on progress towards fulfilling the targeted criteria.

An assessor must assess only learner work that is authentic, i.e. learners' own independent work. Learners must authenticate the evidence that they provide for assessment through signing a declaration stating that it is their own work.

Assessors must ensure that evidence is authentic to a learner through setting valid assignments and supervising them during the assessment period. Assessors must take care not to provide direct input, instructions or specific feedback that may compromise authenticity.

Assessors must complete a declaration that:

- the evidence submitted for this assignment is the learner's own
- the learner has clearly referenced any sources used in the work
- they understand that false declaration is a form of malpractice.

Centres can use Pearson templates or their own templates to document authentication.

During assessment, an assessor may suspect that some or all of the evidence from a learner is not authentic. The assessor must then take appropriate action using the centre's policies for malpractice. Further information is given in *Section 7*.

### Making assessment decisions using criteria

Assessors make judgements using the criteria. The evidence from a learner can be judged using all the relevant criteria at the same time. The assessor needs to make a judgement against each criterion that evidence is present and sufficiently comprehensive. For example, the inclusion of a concluding section may be insufficient to satisfy a criterion requiring 'evaluation'.

Assessors should use the following information and support in reaching assessment decisions:

- the *Essential information for assessment decisions* section in each unit gives examples and definitions related to terms used in the criteria
- the explanation of key terms in *Appendix 2*
- examples of assessed work provided by Pearson
- your Lead IV and assessment team's collective experience, supported by the standardisation materials we provide.

Pass and Merit criteria relate to individual learning aims. The Distinction criteria as a whole relate to outstanding performance across the unit. Therefore, criteria may relate to more than one learning aim (for example A.D1) or to several learning aims (for example DE.D3). Distinction criteria make sure that learners have shown that they can perform consistently at an outstanding level across the unit and/or that they are able to draw learning together across learning aims.

### Dealing with late completion of assignments

Learners must have a clear understanding of the centre policy on completing assignments by the deadlines that you give them. Learners may be given authorised extensions for legitimate reasons, such as illness at the time of submission, in line with your centre policies.

For assessment to be fair, it is important that learners are all assessed in the same way and that some learners are not advantaged by having additional time or the opportunity to learn from others. Therefore, learners who do not complete assignments by your planned deadline or the authorised extension deadline may not have the opportunity to subsequently resubmit.

If you accept a late completion by a learner, then the assignment should be assessed normally when it is submitted using the relevant assessment criteria.

## Issuing assessment decisions and feedback

Once the assessment team has completed the assessment process for an assignment, the outcome is a formal assessment decision. This is recorded formally and reported to learners.

The information given to the learner:

- must show the formal decision and how it has been reached, indicating how or where criteria have been met
- may show why attainment against criteria has not been demonstrated
- must not provide feedback on how to improve evidence
- must be validated by an IV before it is given to the learner.

## Resubmission of improved evidence

An assignment provides the final assessment for the relevant learning aims and is normally a final assessment decision, except where the Lead IV approves one opportunity to resubmit improved evidence based on the completed assignment brief.

The Lead IV has the responsibility to make sure that resubmission is operated fairly. This means:

- checking that a learner can be reasonably expected to perform better through a second submission, for example that the learner has not performed as expected
- making sure that giving a further opportunity can be done in such a way that it does not give an unfair advantage over other learners, for example through the opportunity to take account of feedback given to other learners
- checking that the assessor considers that the learner will be able to provide improved evidence without further guidance and that the original evidence submitted remains valid.

Once an assessment decision has been given to the learner, the resubmission opportunity must have a deadline within 15 working days in the same academic year.

A resubmission opportunity must not be provided where learners:

- have not completed the assignment by the deadline without the centre's agreement
- have submitted work that is not authentic.

## Retake of internal assessment

A learner who has not achieved the level of performance required to pass the relevant learning aims after resubmission of an assignment may be offered a single retake opportunity using a new assignment. The retake may only be achieved at a pass.

The Lead Internal Verifier must only authorise a retake of an assignment in exceptional circumstances where they believe it is necessary, appropriate and fair to do so. For further information on offering a retake opportunity, you should refer to the *BTEC Centre Guide to Assessment*. We provide information on writing assignments for retakes on our website ([www.btec.co.uk/keydocuments](http://www.btec.co.uk/keydocuments)).

## Planning and record keeping

For internal processes to be effective, an assessment team needs to be well organised and keep effective records. The centre will also work closely with us so that we can quality assure that national standards are being satisfied. This process gives stakeholders confidence in the assessment approach.

The Lead IV must have an assessment plan, produced as a spreadsheet or using myBTEC. When producing a plan, the assessment team may wish to consider:

- the time required for training and standardisation of the assessment team
- the time available to undertake teaching and carry out assessment, taking account of when learners may complete external assessments and when quality assurance will take place
- the completion dates for different assignments
- who is acting as IV for each assignment and the date by which the assignment needs to be verified
- setting an approach to sampling assessor decisions through internal verification that covers all assignments, assessors and a range of learners
- how to manage the assessment and verification of learners' work so that they can be given formal decisions promptly
- how resubmission opportunities can be scheduled.

The Lead IV will also maintain records of assessment undertaken. The key records are:

- verification of assignment briefs
- learner authentication declarations
- assessor decisions on assignments, with feedback given to learners
- verification of assessment decisions.

Examples of records and further information are given in the *Pearson Quality Assurance Handbook*.

# 7 Administrative arrangements

## Introduction

This section focuses on the administrative requirements for delivering a BTEC qualification. It will be of value to Quality Nominees, Lead IVs, Programme Leaders and Examinations Officers.

## Learner registration and entry

Shortly after learners start the programme of learning, you need to make sure that they are registered for the qualification and that appropriate arrangements are made for internal and external assessment. You need to refer to the *Information Manual* for information on making registrations for the qualification and entries for external assessments.

Learners can be formally assessed only for a qualification on which they are registered. If learners' intended qualifications change, for example if a learner decides to choose a different pathway specialism, then the centre must transfer the learner appropriately.

## Access to assessment

Both internal and external assessments need to be administered carefully to ensure that all learners are treated fairly, and that results and certification are issued on time to allow learners to progress to chosen progression opportunities.

Our equality policy requires that all learners should have equal opportunity to access our qualifications and assessments, and that our qualifications are awarded in a way that is fair to every learner. We are committed to making sure that:

- learners with a protected characteristic are not, when they are undertaking one of our qualifications, disadvantaged in comparison to learners who do not share that characteristic
- all learners achieve the recognition they deserve for undertaking a qualification and that this achievement can be compared fairly to the achievement of their peers.

Further information on access arrangements can be found in the Joint Council for Qualifications (JCQ) document *Access Arrangements, Reasonable Adjustments and Special Consideration for General and Vocational Qualifications*.

## Administrative arrangements for internal assessment

### Records

You are required to retain records of assessment for each learner. Records should include assessments taken, decisions reached and any adjustments or appeals. Further information can be found in the *Information Manual*. We may ask to audit your records so they must be retained as specified.

### Reasonable adjustments to assessment

A reasonable adjustment is one that is made before a learner takes an assessment to ensure that they have fair access to demonstrate the requirements of the assessments. You are able to make adjustments to internal assessments to take account of the needs of individual learners. In most cases this can be achieved through a defined time extension or by adjusting the format of evidence. We can advise you if you are uncertain as to whether an adjustment is fair and reasonable. You need to plan for time to make adjustments if necessary.

Further details on how to make adjustments for learners with protected characteristics are given on our website in the document *Supplementary guidance for reasonable adjustment and special consideration in vocational internally-assessed units*.

### Special consideration

Special consideration is given after an assessment has taken place for learners who have been affected by adverse circumstances, such as illness. You must operate special consideration in line with our policy (see previous paragraph). You can provide special consideration related to the period of time given for evidence to be provided or for the format of the assessment if it is equally valid. You may not substitute alternative forms of evidence to that required in a unit, or omit the application of any assessment criteria to judge attainment. Pearson can consider applications for special consideration in line with the policy.

### Appeals against assessment

Your centre must have a policy for dealing with appeals from learners. These appeals may relate to assessment decisions being incorrect or assessment not being conducted fairly. The first step in such a policy could be a consideration of the evidence by a Lead IV or other member of the programme team. The assessment plan should allow time for potential appeals after assessment decisions have been given to learners. If there is an appeal by a learner, you must document the appeal and its resolution. Learners have a final right of appeal to Pearson but only if the procedures that you have put in place have not been followed. Further details are given in the document *Enquiries and appeals about Pearson vocational qualifications and end point assessment policy*.

## Administrative arrangements for external assessment

### Entries and resits

For information on the timing of assessment and entries, please refer to the annual examinations timetable on our website.

### Access arrangements requests

Access arrangements are agreed with Pearson before an assessment. They allow students with special educational needs, disabilities or temporary injuries to:

- access the assessment
- show what they know and can do without changing the demands of the assessment.

Access arrangements should always be processed at the time of registration. Learners will then know what type of arrangements are available in place for them.

### Granting reasonable adjustments

For external assessment, a reasonable adjustment is one that we agree to make for an individual learner. A reasonable adjustment is defined for the individual learner and informed by the list of available access arrangements.

Whether an adjustment will be considered reasonable will depend on a number of factors, to include:

- the needs of the learner with the disability
- the effectiveness of the adjustment
- the cost of the adjustment; and
- the likely impact of the adjustment on the learner with the disability and other learners.

Adjustment may be judged unreasonable and not approved if it involves unreasonable costs, timeframes or affects the integrity of the assessment.

### Special consideration requests

Special consideration is an adjustment made to a student's mark or grade after an external assessment to reflect temporary injury, illness or other indisposition at the time of the assessment. An adjustment is made only if the impact on the learner is such that it is reasonably likely to have had a material effect on that learner being able to demonstrate attainment in the assessment.

Centres are required to notify us promptly of any learners who they believe have been adversely affected and request that we give special consideration. Further information can be found in the special requirements section on our website.

## Conducting external assessments

Centres must make arrangements for the secure delivery of external assessments. External assessments for BTEC qualifications include examinations, set tasks and performance.

Each external assessment has a defined degree of control under which it must take place. Some external assessments may have more than one part and each part may have a different degree of control. We define degrees of control as follows.

### High control

This is the completion of assessment in formal invigilated examination conditions.

### Medium control

This is completion of assessment, usually over a longer period of time, which may include a period of controlled conditions. The controlled conditions may allow learners to access resources, prepared notes or the internet to help them complete the task.

### Low control

These are activities completed without direct supervision. They may include research, preparation of materials and practice. The materials produced by learners under low control will not be directly assessed.

Further information on responsibilities for conducting external assessment is given in the document *Instructions for Conducting External Assessments*, available on our website.

## Dealing with malpractice in assessment

Malpractice means acts that undermine the integrity and validity of assessment, the certification of qualifications, and/or that may damage the authority of those responsible for delivering the assessment and certification.

Pearson does not tolerate actions (or attempted actions) of malpractice by learners, centre staff or centres in connection with Pearson qualifications. Pearson may impose penalties and/or sanctions on learners, centre staff or centres where incidents (or attempted incidents) of malpractice have been proven.

Malpractice may arise or be suspected in relation to any unit or type of assessment within the qualification. For further details regarding malpractice and advice on preventing malpractice by learners, please see Pearson's *Centre guidance: Dealing with malpractice and maladministration in vocational qualifications*, available on our website.

The procedures we ask you to adopt vary between units that are internally-assessed and those that are externally assessed.

### Internally-assessed units

Centres are required to take steps to prevent malpractice and to investigate instances of suspected malpractice. Learners must be given information that explains what malpractice is for internal assessment and how suspected incidents will be dealt with by the centre. The *Centre Guidance: Dealing with Malpractice* document gives full information on the actions we expect you to take.

Pearson may conduct investigations if we believe that a centre is failing to conduct internal assessment according to our policies. The above document gives further information, examples and details the penalties and sanctions that may be imposed.

In the interests of learners and centre staff, centres need to respond effectively and openly to all requests relating to an investigation into an incident of suspected malpractice.

### Externally-assessed units

External assessment means all aspects of units that are designated as external in this specification, including preparation for tasks and performance. For these assessments, centres must follow the JCQ procedures set out in the latest version of *JCQ Suspected Malpractice in Examinations and Assessments Policies and Procedures* ([www.jcq.org.uk](http://www.jcq.org.uk)).

In the interests of learners and centre staff, centres need to respond effectively and openly to all requests relating to an investigation into an incident of suspected malpractice.

### Learner malpractice

Heads of Centres are required to report incidents of any suspected learner malpractice that occur during Pearson external assessments. We ask that centres do so by completing a *JCQ Form M1* (available at [www.jcq.org.uk/exams-office/malpractice](http://www.jcq.org.uk/exams-office/malpractice)) and emailing it and any accompanying documents (signed statements from the learner, invigilator, copies of evidence, etc.) to the Investigations Team at [candidatemalpractice@pearson.com](mailto:candidatemalpractice@pearson.com). The responsibility for determining appropriate sanctions or penalties to be imposed on learners lies with Pearson.

Learners must be informed at the earliest opportunity of the specific allegation and the centre's malpractice policy, including the right of appeal. Learners found guilty of malpractice may be disqualified from the qualification for which they have been entered with Pearson.

## Teacher/centre malpractice

Heads of Centres are required to inform Pearson's Investigations Team of any incident of suspected malpractice by centre staff, before any investigation is undertaken. Heads of centres are requested to inform the Investigations Team by submitting a *JCQ Form M2(a)* (available at [www.jcq.org.uk/exams-office/malpractice](http://www.jcq.org.uk/exams-office/malpractice)) with supporting documentation to [pqsmalpractice@pearson.com](mailto:pqsmalpractice@pearson.com). Where Pearson receives allegations of malpractice from other sources (for example Pearson staff or anonymous informants), the Investigations Team will conduct the investigation directly or may ask the head of centre to assist.

Incidents of maladministration (accidental errors in the delivery of Pearson qualifications that may affect the assessment of learners) should also be reported to the Investigations Team using the same method.

Heads of Centres/Principals/Chief Executive Officers or their nominees are required to inform learners and centre staff suspected of malpractice of their responsibilities and rights; see Section 6.15 of the *JCQ Suspected Malpractice in Examinations and Assessments Policies and Procedures* document.

Pearson reserves the right in cases of suspected malpractice to withhold the issuing of results and/or certificates while an investigation is in progress. Depending on the outcome of the investigation results and/or certificates may be released or withheld.

You should be aware that Pearson may need to suspend certification when undertaking investigations, audits and quality assurances processes. You will be notified within a reasonable period of time if this occurs.

## Sanctions and appeals

Where malpractice is proven we may impose sanctions or penalties.

Where learner malpractice is evidenced, penalties may be imposed such as:

- mark reduction for external assessments
- disqualification from the qualification
- being barred from registration for Pearson qualifications for a period of time.

If we are concerned about your centre's quality procedures we may impose sanctions such as:

- working with you to create an improvement action plan
- requiring staff members to receive further training
- placing temporary blocks on your certificates
- placing temporary blocks on registration of learners
- debarring staff members or the centre from delivering Pearson qualifications
- suspending or withdrawing centre approval status.

The centre will be notified if any of these apply.

Pearson has established procedures for centres that are considering appeals against penalties and sanctions arising from malpractice. Appeals against a decision made by Pearson will normally be accepted only from Heads of Centres (on behalf of learners and/or members of staff) and from individual members (in respect of a decision taken against them personally). Further information on appeals can be found in our *Enquiries and appeals about Pearson vocational qualifications and end point assessment policy*, which is on our website. In the initial stage of any aspect of malpractice, please notify the Investigations Team by email via [pqsmalpractice@pearson.com](mailto:pqsmalpractice@pearson.com) who will inform you of the next steps.

## Certification and results

Once a learner has completed all the required components for a qualification, even if final results for external assessments have not been issued, then the centre can claim certification for the learner, provided that quality assurance has been successfully completed. For the relevant procedures please refer to our *Information Manual*. You can use the information provided on qualification grading to check overall qualification grades.

### Results issue

After the external assessment session, learner results will be issued to centres. The result will be in the form of a grade. You should be prepared to discuss performance with learners, making use of the information we provide and post-results services.

### Post-assessment services

Once results for external assessments are issued, you may find that the learner has failed to achieve the qualification or to attain an anticipated grade. It is possible to transfer or reopen registration in some circumstances. The *Information Manual* gives further information.

### Changes to qualification requests

Where a learner who has taken a qualification wants to resit an externally-assessed unit to improve their qualification grade, you firstly need to decline their overall qualification grade. You may decline the grade before the certificate is issued. For a learner receiving their results in August, you should decline the grade by the end of September if the learner intends to resit an external assessment.

## Additional documents to support centre administration

As an approved centre you must ensure that all staff delivering, assessing and administering the qualifications have access to this documentation. These documents are reviewed annually and are reissued if updates are required.

- *Pearson Quality Assurance Handbook*: this sets out how we will carry out quality assurance of standards and how you need to work with us to achieve successful outcomes.
- *Information Manual*: this gives procedures for registering learners for qualifications, transferring registrations, entering for external assessments and claiming certificates.
- *Lead Examiners' Reports*: these are produced after each series for each external assessment and give feedback on the overall performance of learners in response to tasks or questions set.
- *Instructions for the Conduct of External Assessments (ICEA)*: this explains our requirements for the effective administration of external assessments, such as invigilation and submission of materials.
- *Regulatory policies*: our regulatory policies are integral to our approach and explain how we meet internal and regulatory requirements. We review the regulated policies annually to ensure that they remain fit for purpose. Policies related to this qualification include:
  - adjustments for candidates with disabilities and learning difficulties, access arrangements and reasonable adjustments for general and vocational qualifications
  - age of learners
  - centre guidance for dealing with malpractice
  - recognition of prior learning and process.

This list is not exhaustive and a full list of our regulatory policies can be found on our website.

## 8 Quality assurance

### Centre and qualification approval

As part of the approval process, your centre must make sure that the resource requirements listed below are in place before offering the qualification.

- Centres must have appropriate physical resources (for example, equipment, IT, learning materials, teaching rooms) to support the delivery and assessment of the qualification.
- Staff involved in the assessment process must have relevant expertise and/or occupational experience.
- There must be systems in place to ensure continuing professional development for staff delivering the qualification.
- Centres must have in place appropriate health and safety policies relating to the use of equipment by learners.
- Centres must deliver the qualification in accordance with current equality legislation.
- Centres should refer to the teacher guidance section in individual units to check for any specific resources required.

### Continuing quality assurance and standards verification

On an annual basis, we produce the *Pearson Quality Assurance Handbook*. It contains detailed guidance on the quality processes required to underpin planning for delivery including appropriate employer involvement, and for robust assessment and internal verification.

The key principles of quality assurance are that:

- a centre delivering BTEC programmes must be an approved centre, and must have approval for the programmes or groups of programmes that it is delivering
- the centre agrees, as part of gaining approval, to abide by specific terms and conditions around the effective delivery and quality assurance of assessment; it must abide by these conditions throughout the period of delivery
- Pearson makes available to approved centres a range of materials and opportunities, through online standardisation, intended to exemplify the processes required for effective assessment, and examples of effective standards. Approved centres must use the materials and services to ensure that all staff delivering BTEC qualifications keep up to date with the guidance on assessment
- an approved centre must follow agreed protocols for standardisation of assessors and verifiers, for the planning, monitoring and recording of assessment processes, and for dealing with special circumstances, appeals and malpractice.

The approach of quality-assured assessment is through a partnership between an approved centre and Pearson. We will make sure that each centre follows best practice and employs appropriate technology to support quality-assurance processes, where practicable. We work to support centres and seek to make sure that our quality-assurance processes do not place undue bureaucratic processes on centres. We monitor and support centres in the effective operation of assessment and quality assurance.

The methods we use to do this for BTEC Level 3 include:

- making sure that all centres complete appropriate declarations at the time of approval
- undertaking approval visits to centres
- making sure that centres have effective teams of assessors and verifiers who are trained to undertake assessment
- undertaking an overarching review and assessment of a centre's strategy for ensuring sufficient and appropriate engagement with employers at the beginning of delivery of any BTEC programme(s)
- undertaking a review of the employer involvement planned at programme level to ensure its appropriateness at a time when additional activities can be scheduled where necessary
- assessment sampling and verification, through requested samples of assessments, completed assessed learner work and associated documentation

- an overarching review and assessment of a centre's strategy for delivering and quality assuring its BTEC programmes, for example making sure that synoptic units are placed appropriately in the order of delivery of the programme.

Centres that do not fully address and maintain rigorous approaches to delivering, assessing and quality assurance cannot seek certification for individual programmes or for all BTEC Level 3 programmes. An approved centre must make certification claims only when authorised by us and strictly in accordance with requirements for reporting.

Centres that do not comply with remedial action plans may have their approval to deliver qualifications removed.

## 9 Understanding the qualification grade

### Awarding and reporting for the qualification

This section explains the rules that we apply in awarding a qualification and in providing an overall qualification grade for each learner. It shows how all the qualifications in this sector are graded.

The awarding and certification of these qualifications will comply with regulatory requirements.

### Eligibility for the Extended Certificate and Foundation Diploma

In order to be awarded a qualification, a learner must complete all units, achieve a Near Pass (N) or above in all external units and a pass or above in all mandatory units unless otherwise specified. Refer to the structure in Section 2.

To achieve any qualification grade, learners must:

- complete and have an outcome (D, M, P, N or U) for all units within a valid combination
- achieve the required units at pass or above shown in Section 2, and for the Diploma achieve a minimum of 600 GLH and Extended Diploma achieve a minimum 900 GLH at Pass or above
- achieve the minimum number of points at a grade threshold.

It is the responsibility of a centre to ensure that a correct unit combination is adhered to. Learners who do not achieve the required minimum grade (N or P) in units shown in the structure will not achieve a qualification.

### Eligibility for the Diploma

To achieve a qualification grade for this qualification a learners must:

- complete and report a pass (or above) for all units within the qualification, and
- achieve the minimum number of points at a grade threshold.

### Eligibility for the Extended Diploma

To achieve a qualification grade for this qualification a learners must:

- complete and report a pass (or above) for the following units:

Unit 1: Children's Development

Unit 2: Development of Children's Communication, Literacy and Numeracy Skills

Unit 3: Play and Learning

Unit 5: Keeping Children Safe

Unit 6: Children's Physical Development, Care and Health Needs

Unit 7: Children's Personal, Social and Emotional Development

Unit 8: Working with Parents and Others in Early Years

Unit 9: Observation, Assessment and Planning

Unit 10: Reflective Practice

Unit 11: The Early Years Foundation Stage

- complete and report an outcome for all remaining units within a valid combination.

NB: Unclassified (U) is a permitted unit outcome, and

- achieve the minimum number of points at a grade threshold.

## Eligibility for BTEC Level 3 National Diploma or Extended Diploma in Children’s Play, Learning and Development

Learners ineligible for one of the above Diploma or Extended Diploma qualifications may be eligible for an alternative qualification; if eligible, these learners will be issued with a certificate. Centres may not register or transfer learners to this qualification.

To achieve the qualification learners must:

- complete and report an outcome for all units within a valid combination  
NB: Unclassified (U) is a permitted unit outcome
- achieve the required units at near pass or pass, or above shown in Section 2 of this specification and, where applicable, achieve the minimum GLH at Near Pass (external units) or Pass, or above.
- achieve the minimum number of points at a grade threshold.

The issue of this certificate does not confer Early Years Educator status.

Learners who are not eligible to achieve an alternative qualification may be eligible to achieve a smaller qualification in the same suite provided they have completed the correct combination of units, met the appropriate qualification grade points threshold and have not exceeded the permitted amount of GLH graded at U for the smaller qualification size.

## Transferring from the Extended Certificate and Foundation Diploma to larger qualifications

In order to comply with EYE requirements, learners transferring from the Extended Certificate and Foundation Diploma need to ensure they have sufficient achievement in units required for eligibility for the Diploma and Extended Diploma.

## Calculation of the qualification grade

The final grade awarded for a qualification represents an aggregation of a learner’s performance across the qualification. As the qualification grade is an aggregate of the total performance, there is some element of compensation in that a higher performance in some units may be balanced by a lower outcome in others.

In the event that a learner achieves more than the required number of optional units, the mandatory units along with the optional units with the highest grades will be used to calculate the overall result, subject to the eligibility requirements for that particular qualification title.

BTEC Nationals are Level 3 qualifications and are awarded at the grade ranges shown in the table below.

Qualification	Available grade range
Certificate, Extended Certificate, Foundation Diploma	P to D*
Diploma	PP to D*D*
Extended Diploma	PPP to D*D*D*

The *Calculation of qualification grade* table, shown further on in this section, shows the minimum thresholds for calculating these grades. The table will be kept under review over the lifetime of the qualification. The most up to date table will be issued on our website.

Pearson will monitor the qualification standard and reserves the right to make appropriate adjustments.

Learners who do not meet the minimum requirements for a qualification grade to be awarded will be recorded as Unclassified (U) and will not be certificated. They may receive a Notification of Performance for individual units. The *Information Manual* gives full information.

### Points available for internal units

The table below shows the number of **points** available for internal units. For each internal unit, points are allocated depending on the grade awarded.

	Unit size	
	60 GLH	90 GLH
<b>U</b>	0	0
<b>Pass</b>	6	9
<b>Merit</b>	10	15
<b>Distinction</b>	16	24

### Points available for external units

Raw marks from the external units will be awarded **points** based on performance in the assessment. The table below shows the **minimum number of points** available for each grade in the external units.

	Unit size	
	90 GLH	120 GLH
<b>U</b>	0	0
<b>Near Pass</b>	6	8
<b>Pass</b>	9	12
<b>Merit</b>	15	20
<b>Distinction</b>	24	32

Refer to information on page 225.

Pearson will automatically calculate the points for each external unit once the external assessment has been marked and grade boundaries have been set. For more details about how we set grade boundaries in the external assessment please go to our website.

### Claiming the qualification grade

Subject to eligibility, Pearson will automatically calculate the qualification grade for your learners when the internal unit grades are submitted and the qualification claim is made. Learners will be awarded qualification grades for achieving the sufficient number of points within the ranges shown in the relevant *Calculation of qualification grade* table for the cohort.

## Calculation of qualification grade

Applicable for registration from 1 September 2016.

Certificate		Extended Certificate		Foundation Diploma		Diploma		Extended Diploma	
180 GLH		360 GLH		540 GLH		720 GLH		1080 GLH	
Grade	Points threshold	Grade	Points threshold	Grade	Points threshold	Grade	Points threshold	Grade	Points threshold
U	0	U	0	U	0	U	0	U	0
Pass	18	P	36	P	54	PP	72	PPP	108
						MP	88	MPP	124
								MMP	140
Merit	26	M	52	M	78	MM	104	MMM	156
						DM	124	DMM	176
								DDM	196
Distinction	42	D	74	D	108	DD	144	DDD	216
						D*D	162	D*DD	234
								D*D*D	252
Distinction*	48	D*	90	D*	138	D*D*	180	D*D*D*	270

The table is subject to review over the lifetime of the qualification. The most up-to-date version will be issued on our website.

**Examples of grade calculations based on table applicable to registrations from September 2016**

**Example 1: Achievement of an Extended Diploma with a PPP grade**

	GLH	Type (Int/Ext)	Grade	Unit points
Unit 1	120	Ext	Merit	20
Unit 2	120	Ext	Pass	12
Unit 3	60	Int	Pass	6
Unit 4	120	Ext	Pass	12
Unit 5	60	Int	Merit	10
Unit 6	60	Int	Merit	10
Unit 7	60	Int	Merit	10
Unit 8	60	Int	Merit	10
Unit 9	60	Int	Merit	10
Unit 10	60	Int	Pass	6
Unit 11	60	Int	Pass	6
Unit 13	60	Int	U	0
Unit 15	60	Int	Pass	6
Unit 18	60	Int	U	0
Unit 20	60	Int	U	0
<b>Totals</b>	<b>1080</b>		<b>PPP</b>	<b>118</b>

The learner has achieved a Pass or above in Units 1, 2, 3, 5, 6, 7, 8, 9, 10 and 11.

The learner has sufficient points for a PPP grade

**Example 2: Achievement of an Extended Diploma with a DDD grade**

	<b>GLH</b>	<b>Type (Int/Ext)</b>	<b>Grade</b>	<b>Unit points</b>
Unit 1	120	Ext	Distinction	32
Unit 2	120	Ext	Merit	20
Unit 3	60	Int	Merit	10
Unit 4	120	Ext	U	U
Unit 5	60	Int	Merit	10
Unit 6	60	Int	Distinction	16
Unit 7	60	Int	Distinction	16
Unit 8	60	Int	Distinction	16
Unit 9	60	Int	Distinction	16
Unit 10	60	Int	Merit	10
Unit 11	60	Int	Distinction	16
Unit 13	60	Int	Distinction	16
Unit 15	60	Int	Merit	10
Unit 18	60	Int	Distinction	16
Unit 20	60	Int	Distinction	16
<b>Totals</b>	<b>1080</b>		<b>DDD</b>	<b>220</b>

The learner has sufficient points for a DDD grade

**Example 3: An Unclassified result for an Extended Diploma**

	GLH	Type (Int/Ext)	Grade	Unit points
Unit 1	120	Ext	Merit	20
Unit 2	120	Ext	Merit	20
Unit 3	60	Int	U	0
Unit 4	120	Ext	Pass	12
Unit 5	60	Int	Pass	6
Unit 6	60	Int	Merit	10
Unit 7	60	Int	Merit	10
Unit 8	60	Int	Merit	10
Unit 9	60	Int	Merit	10
Unit 10	60	Int	Pass	6
Unit 11	60	Int	Pass	6
Unit 13	60	Int	Pass	6
Unit 15	60	Int	Pass	6
Unit 18	60	Int	Pass	6
Unit 20	60	Int	Merit	10
<b>Totals</b>	<b>1080</b>		<b>U</b>	<b>138</b>

The learner has a U in Unit 3.

The learner has sufficient points for MPP but has not achieved pass or above in all required units

**Example 1: Achievement of an alternative Extended Diploma (Early Years Educator) with a PPP grade**

	GLH	Type (Int/Ext)	Grade	Unit points
Unit 1	120	Ext	Pass	12
Unit 2	120	Ext	Near Pass	8
Unit 3	60	Int	Pass	6
Unit 4	120	Ext	Merit	20
Unit 5	60	Int	Merit	10
Unit 6	60	Int	Pass	6
Unit 7	60	Int	Merit	10
Unit 8	60	Int	Pass	6
Unit 9	60	Int	Pass	6
Unit 10	60	Int	Merit	10
Unit 11	60	Int	Pass	6
Unit 13	60	Int	Pass	6
Unit 15	60	Int	Pass	6
Unit 18	60	Int	Pass	6
Unit 20	60	Int	Pass	6
<b>Totals</b>	<b>1080</b>		<b>PPP</b>	<b>124</b>

The learner has achieved N or higher in Units 1 and 2, and P or higher in Units 3, 5, 6 and 7, 8, 9, 10 and 11.

The learner has sufficient points for a PPP grade

**Example 2: Achievement of an alternative Extended Diploma (Early Years Educator) with a DDD grade**

	<b>GLH</b>	<b>Type (Int/Ext)</b>	<b>Grade</b>	<b>Unit points</b>
Unit 1	120	Ext	Distinction	32
Unit 2	120	Ext	Merit	20
Unit 3	60	Int	Merit	10
Unit 4	120	Ext	U	0
Unit 5	60	Int	Merit	10
Unit 6	60	Int	Distinction	16
Unit 7	60	Int	Distinction	16
Unit 8	60	Int	Distinction	16
Unit 9	60	Int	Distinction	16
Unit 10	60	Int	Merit	10
Unit 11	60	Int	Distinction	16
Unit 13	60	Int	Distinction	16
Unit 15	60	Int	Merit	10
Unit 18	60	Int	Distinction	16
Unit 20	60	Int	Distinction	16
<b>Totals</b>	<b>1080</b>		<b>DDD</b>	<b>220</b>

The learner has sufficient points for a DDD grade

**Example 3: An Unclassified result for an alternative Extended Diploma (Early Years Educator)**

	<b>GLH</b>	<b>Type (Int/Ext)</b>	<b>Grade</b>	<b>Unit points</b>
Unit 1	120	Ext	Pass	12
Unit 2	120	Ext	Merit	20
Unit 3	60	Int	Pass	6
Unit 4	120	Ext	Merit	20
Unit 5	60	Int	Pass	6
Unit 6	60	Int	Merit	10
Unit 7	60	Int	Distinction	16
Unit 8	60	Int	Merit	10
Unit 9	60	Int	Unclassified	0
Unit 10	60	Int	Merit	10
Unit 11	60	Int	Unclassified	0
Unit 13	60	Int	Unclassified	0
Unit 15	60	Int	Pass	6
Unit 18	60	Int	Pass	6
Unit 20	60	Int	Pass	6
<b>Totals</b>	<b>1080</b>		<b>U</b>	<b>128</b>

The learner has sufficient points for a MPP and has achieved N or higher in Units 1 and 2, and P or higher in Units 3, 5, 6, 7, 8, 9, 10 and 11 but has not met the minimum requirement for 900 GLH at Pass or above.

# 10 Resources and support

Our aim is to give you a wealth of resources and support to enable you to deliver BTEC National qualifications with confidence. On our website you will find a list of resources to support teaching and learning, and professional development.

## Support for setting up your course and preparing to teach

### Specification

This **specification** (for teaching from September 2016) includes details on the administration of qualifications and information on all the units for the qualification.

### Delivery Guide

This free guide gives you important advice on how to choose the right course for your learners and how to ensure you are fully prepared to deliver the course. It explains the key features of BTEC Nationals (for example employer involvement and employability skills). It also covers guidance on assessment (internal and external) and quality assurance. The guide tells you where you can find further support and gives detailed unit-by-unit delivery guidance. It includes teaching tips and ideas, assessment preparation and suggestions for further resources.

### Schemes of work

Free sample schemes of work are provided for each mandatory unit. These are available in Word™ format for ease of customisation.

### Curriculum models

These show how the BTECs in the suite fit into a 16–19 study programme, depending on their size and purpose. The models also show where other parts of the programme, such as work experience, maths and English, tutorial time and wider study, fit alongside the programme.

### Study skills activities

A range of case studies and activities is provided; they are designed to help learners develop the study skills they need to successfully complete their BTEC course. The case studies and activities are provided in Word™ format for easy customisation.

### myBTEC

myBTEC is a free, online toolkit that lets you plan and manage your BTEC provision from one place. It supports the delivery, assessment and quality assurance of BTECs in centres and supports teachers with the following activities:

- checking that a programme is using a valid combination of units
- creating and verifying assignment briefs (including access to a bank of authorised assignment briefs that can be customised)
- creating assessment plans and recording assessment decisions
- tracking the progress of every learner throughout their programme.

To find out more about myBTEC, visit the myBTEC page on the support services section of our website. We will add the new BTEC National specifications to myBTEC as soon as possible.

## Support for teaching and learning

Pearson Learning Services provides a range of engaging resources to support BTEC Nationals, including:

- textbooks in e-book and print formats
- revision guides and revision workbooks in e-book and print formats
- teaching and assessment packs, including e-learning materials via the Active Learn Digital Service.

Teaching and learning resources are also available from a number of other publishers. Details of Pearson's own resources and of all endorsed resources can be found on our website.

## Support for assessment

### Sample assessment materials for externally-assessed units

Sample assessments are available for the Pearson-set units. One copy of each of these assessments can be downloaded from the website/available in print. For each suite an additional sample for one of the Pearson-set units is also available, allowing your learners further opportunities for practice.

Further sample assessments will be made available through our website on an ongoing basis.

### Sample assessment materials for internally-assessed units

We do not prescribe the assessments for the internally-assessed units. Rather, we allow you to set your own, according to your learners' preferences and to link with your local employment profile.

We do provide a service in the form of Authorised Assignment Briefs, which are approved by Pearson Standards Verifiers. They are available via our website or free on myBTEC.

### Sample marked learner work

To support you in understanding the expectation of the standard at each grade, examples of marked learner work at PM/MD grades are linked to the Authorised Assignment Briefs.

## Training and support from Pearson

### People to talk to

There are many people who are available to support you and provide advice and guidance on delivery of your BTEC Nationals. These include:

- Subject Advisors – available for all sectors. They understand all Pearson qualifications in their sector and so can answer sector-specific queries on planning, teaching, learning and assessment
- Standards Verifiers – they can support you with preparing your assignments, ensuring that your assessment plan is set up correctly, and support you in preparing learner work and providing quality assurance through sampling
- Curriculum Development Managers (CDMs) – they are regionally based and have a full overview of the BTEC qualifications and of the support and resources that Pearson provides. CDMs often run network events
- Customer Services – the ‘Support for You’ section of our website gives the different ways in which you can contact us for general queries. For specific queries, our service operators can direct you to the relevant person or department.

### Training and professional development

Pearson provides a range of training and professional development events to support the introduction, delivery, assessment and administration of BTEC National qualifications. These sector-specific events, developed and delivered by specialists, are available both face to face and online.

#### **‘Getting Ready to Teach’**

These events are designed to get teachers ready for delivery of the BTEC Nationals. They include an overview of the qualifications’ structures, planning and preparation for internal and external assessment, and quality assurance.

#### **Teaching and learning**

Beyond the ‘Getting Ready to Teach’ professional development events, there are opportunities for teachers to attend sector- and role-specific events. These events are designed to connect practice to theory; they provide teacher support and networking opportunities with delivery, learning and assessment methodology.

Details of our training and professional development programme can be found on our website.

## Appendix 1 Links to industry standards

BTEC Nationals have been developed in consultation with industry and appropriate sector bodies to ensure that the qualification content and approach to assessment aligns closely to the needs of employers. Where they exist, and are appropriate, National Occupational Standards (NOS) and professional body standards have been used to establish unit content.

In the children's play, learning and development sector the following approaches have been used:

- the mandatory content has been mapped to the NCTL Early Years Educator criteria as a licence to practice needed for entry to employment as a qualified early years educator.

## Appendix 2 Glossary of terms used for internally-assessed units

This is a summary of the key terms used to define the requirements in the units.

Term	Definition
Analyse	Learners present the outcome of methodical and detailed examination either: <ul style="list-style-type: none"> <li>• breaking down a theme, topic or situation in order to interpret and study the interrelationships between the parts and/or</li> <li>• of information or data to interpret and study key trends and interrelationships.</li> </ul>
Apply	Learners put knowledge and understanding into practice in defined situations.
Assess	Learners present careful consideration of varied factors or events that apply to a specific situation, or identify those which are the most important or relevant and arrive at a conclusion.
Carry out	Learners demonstrate skills through practical activities.
Demonstrate	Learners' work or practice shows the ability to carry out and apply knowledge, understanding and/or skills in a practical situation.
Develop	Learners work to improve skills in a practical setting.
Discuss	Learners consider different aspects of: <ul style="list-style-type: none"> <li>• a theme or topic</li> <li>• how they interrelate</li> <li>• the extent to which they are important.</li> </ul> A conclusion is not required.
Evaluate	Learners draw on varied information, themes or concepts to consider aspects such as: <ul style="list-style-type: none"> <li>• strengths or weaknesses</li> <li>• advantages or disadvantages</li> <li>• alternative actions</li> <li>• relevance or significance.</li> </ul> Learners' enquiries should lead to a supported judgement showing relationship to its context. This will often be in a conclusion.
Examine	Learners are expected to select and apply knowledge to less familiar contexts.
Explain	Learners' work shows clear details and gives reasons and/or evidence to support an opinion, view or argument. It could show how conclusions are drawn.
Explore	Learners apply their skills and/or knowledge to practical testing or trialling.

<b>Term</b>	<b>Definition</b>
Implement	Learners consider the relevant factors to put a plan into practice, requiring self-direction of selection of outcome, planning, research, exploration, outcome and review.
Investigate	Learners' work or practice tests the: <ul style="list-style-type: none"> <li>• qualities of materials</li> <li>• techniques</li> <li>• processes or</li> <li>• contexts</li> </ul> through practical exploration.
Plan	Learners create a way of doing a task or a series of tasks to achieve specific requirements or objectives showing progress from start to finish.
Plan	Learners create a way of doing a task or a series of tasks to achieve specific requirements or objectives showing progress from start to finish.
Present	Learners show their work and explain it to teachers or fellow learners.
Promote	Learners encourage positive traits in the people they are working with.
Record	Learners use appropriate media to show they have collected information.
Reflect	Learners look back on their own learning and development.
Review	Learners make a formal assessment of their work. They appraise existing information or prior events, or reconsider information with the intention of making changes if necessary.
Support	Learners select and use appropriate skills to support individuals in achieving set aims and meeting the individuals' needs.
Understand	Learners demonstrate knowledge related to defined situations.

This is a key summary of the types of evidence used for BTEC Nationals.

<b>Type of evidence</b>	<b>Definition and purpose</b>
Case study	A specific example to which all learners must select and apply knowledge. Used to show application to a realistic context where direct experience cannot be gained.
Individual project	A self-directed, large-scale activity requiring planning, research, exploration, outcome and review. Used to show self-management, project management and/or deep learning including synopticity.
Practical Evidence Portfolio (PEP)	A record kept by learners to show the process of development. Used to show method, self-management and skill development.



# Pearson BTEC Level 3 Nationals in Children's Play, Learning and Development

Extended Certificate in Children's Play, Learning and Development

Foundation Diploma in Children's Play, Learning and Development

Diploma in Children's Play, Learning and Development  
(Early Years Educator)

**Extended Diploma in Children's Play, Learning and Development  
(Early Years Educator)**

For more information about Edexcel, BTEC or LCCI qualifications  
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