

Award and Certificate in Work with Parents (3599)

Frequently asked questions

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1 Information for Learners

What is the purpose of the qualifications?

The purpose of these qualifications is to equip those individuals working with parents with the essential skills and knowledge required to support parents in their parenting role. It will enable individuals to support parents to improve their understanding of their own role and their children's social, emotional, intellectual and physical needs and the context of family life.

Who are these qualifications aimed at?

The qualifications are aimed at those in a supporting role, Parenting practitioners, Parent support advisors, Parent liaison workers, Family support workers and professionals such as Social Workers or Health Visitors.

These qualifications will provide essential knowledge and skills for those learners who work with parents in a paid or voluntary capacity, in a wide range of settings.

Are there any entry requirements?

There are no formal entry requirements for candidates undertaking these qualifications. As part of the assessment for this award is based on practical activities with parents, City & Guilds strongly recommends that candidates have access to parents in a formal or informal setting.

What will I gain by taking this qualification?

The qualifications will provide essential skills and knowledge for those who work with parents. Learners will develop their knowledge and understanding of the development needs of parents and children and the influences of the parent child relationship. Learners will develop skills in building relationships with parents and colleagues, providing safe and inclusive environments, providing services to parents and supporting them in their parenting role. More experienced learners will gain recognition of their current skills and knowledge.

How can I progress by taking this qualification?

The qualifications provide knowledge and practical skills related to the NOS for Work with Parents. On completion of these qualifications candidates may progress into employment in the Work with Parents sector, progress in their current role or onto further learning such as the following City & Guilds qualifications:

There are several pathways for progression. For example:

- moving upwards from a Team member/Development worker role to a Team or Project Leader and to a Policy Officer role
- being a worker at a Family Centre such as a Nursery Nurse or a Social Worker and progressing to supervising and managing the Family Centre
- graduating from attending a parenting facilitating course to running courses for parents themselves
- moving from Level 2 Award in Work with Parents to the Level 3 Award/Certificate in Work with Parents
- moving from Level 3 Award/Certificate in Work with Parents to Level 4 Award in Work with Parents

What are the credit values for this qualification?

Level 2 Award in Work with Parents is worth **12 credits**

Level 3 Award in Work with Parents is worth **12 credits**

Level 3 Certificate in Work with Parents is worth **30 credits**

Level 4 Award in Work with Parents is worth **6 credits**

Are there any tests or exams associated with this qualification?

No, the qualification is assessed by candidate portfolio of evidence. Evidence is achieved by various means such as: observation, case studies, reflective accounts, professional discussion etc.

What documentation accompanies this qualification?

There is for centres and candidates a qualification handbook, recording forms and a centre information sheet, these are available to download from **www.cityandguilds.com**

Where can I find more information on this and other related qualifications?

You can visit the Children and Young People's section of the City & Guilds website at, **www.cityandguilds.com/childrenandyoungpeople** and then click on Children and Young People Services or by searching for qualification and inserting number **3599**

How is the qualification assessed?

The units and qualifications will be assessed by candidate portfolio of evidence. Candidates taking the optional unit 310: Preparing to Teach in the Lifelong Learning Sector – are required to take one theory and one practical assessment, plus 30 minutes of micro-teaching practice.

I am taking the original work with Parents qualification (3598) do I need to change to the 3599?

No – the Work with Parents (3598) is an approved and recognised qualification for the Work with Parents sector.

2 Information for Centres

What do the qualifications aim to do?

- Provide those individuals working with parents essential skills and knowledge required to support parents in their parenting role
- Provide 'top-up' training and continuous professional development opportunities for staff working in the sector
- Provide experienced practitioners with recognition for their experience, knowledge and skills
- To equip front line parenting staff with practical skills and knowledge to work with parents effectively

Which levels suit which learners?

Learners at **Level 2** may be parents themselves who have been through parenting courses and are now parenting mentors, or they may work as part of a team supporting a level 3 practitioner

Learners at **Level 3** may be delivering frontline services to parents/carers in Children's Centres and /or extended schools. The units can be used to accredit the skills and knowledge they have and learners may progress through the levels or onto other qualifications and training in a related field such as Family Learning, trainer/adult educator, community development work, youth and community development work, Connexions, Children's centre parenting co-ordinator etc.

Learners at **Level 4** may be managers or potential managers who are working in a managing capacity delivering parenting services. This qualification is for those practitioners that may want to move across a wide range of settings and will be able to transfer the skills and knowledge gained from the level 3 certificate across a wide range of settings that support parents effectively in their parenting role.

When will the qualifications be available to centres?

April 2009

What units are available in these qualifications?

City & Guilds unit number	Title	Level	Credits	QCA unit number
200	Build and maintain relationships in work with parents (Level 2)	2	6	L/502/3140
201	Support parents to gain knowledge and access information and services	2	3	F/502/4690
202	Contribute to providing safe and inclusive environments for parents	2	3	J/502/4691
203	Support parent's to meet their children's needs	2	3	L/502/4692
204	Contribute to work with groups of parents	2	3	R/502/4693

300	Build and maintain relationships in work with parents (Level 3)	3	6	D/502/4678
301	Work with parents to meet their children's needs	3	3	Y/502/4680
302	Enable parents to develop ways of handling relationships and behaviour that contribute to everyday life with children	3	3	H502/4682
303	Enable parents to reflect on the influences in parenting and the parent-child relationship	3	6	M/502/4684
304	Effective communication with parents	3	3	A/502/4686
305	Build and maintain team relationships with colleagues engaged in work with parents	3	3	Y/502/4694
306	Reflect on and update own knowledge and practice	3	3	D/502/4695
307	Build and maintain relationships with the wider community	3	3	T/502/4590
308	Work with groups of parents	3	3	F/502/4656
309	Provide services that meet parents' needs	3	3	L/502/4594
310	Preparing to Teach in the Lifelong Learning Sector (PTLLS)	3	6	T/501/1192
311	Engage parents in their children's early learning	3	3	M/502/3812
312	Engage young parents in supporting their children's development	3	3	J/502/4660
313	Engage fathers in their children's early learning	3	3	Y/502/4663
314	Work with parents to understand and meet their own needs	3	3	H/502/4665
315	Deliver services that value and respect parents	3	3	T/502/4668
316	Provide environments that are sensitive to the culture, religion, gender or disability of the parents	3	3	T/502/4671
400	Build and maintain relationships in work with parents (Level 4)	4	6	H/502/3998

What are the QCA numbers for these qualifications?

Qualification	QCA reference	Last registration	Last certification
Level 2 Award in Work with Parents 3599-01	500/5987/7	30/12/2010	31/12/2012
Level 3 Award in Work with Parents 3599-02	500/5990/7	30/12/2010	31/12/2013
Level 3 Certificate in Work with Parents 3599-03	500/5988/9	30/12/2010	31/12/2013
Level 4 Award in Work with Parents 3599-04	500/5987/7	30/12/2010	31/12/2013

How do we get approval for these qualifications?

To run these qualifications you need to be an approved City & Guilds centre. To find out how to become a City & Guilds centre and apply for centre approval please visit the website www.cityandguilds.com

If you are already an approved centre then you may be available for **fast track approval**. Centres running the following qualifications are eligible for fast track approval:

- Level 2 Award in Work with Parents – 3598 01/91
- Level 2 Certificate in Work with Parents – 3598 02/92
- Level 3 Award in Work with Parents – 3598 03/93
- Level 3 Certificate in Work with Parents – 3598 04/94
- Level 3 Award in Support Work in Schools – 7377 30
- Level 3 Certificate in Support Work in Schools – 7377 31
- Level 3 Diploma in Support Work in Schools – 7377 32
- Level 3 Certificate in Work with Children (Early Years route and Playwork route) - 3596 31/21
- Level 3 NVQ in Community Development Work – 3057 03
- Level 4 NVQ in Community Development Work – 3057 04
- Level 3 NVQ in Youth Work – 9248 31
- Level 3 NVQ in Playwork – 4834 30
- Level 2 NVQ in Children’s Care, Learning and Development – 3171 02
- Level 3 NVQ in Children’s Care, Learning and Development – 3171 03
- Level 4 NVQ in Children’s Care, Learning and Development – 3171 04
- Level 2 Certificate in Children’s Care, Learning and Development – 3177 02
- Level 3 Certificate in Children’s Care, Learning and Development – 3177 03
- Level 2 SVQ in Children’s Care, Learning and Development – 3174 02
- Level 3 SVQ in Children’s Care, Learning and Development – 3174 03
- Level 4 SVQ in Children’s Care, Learning and Development – 3174 04
- Level 3 NVQ in Health and Social Care, Children and Young People – 3172 03
- Level 4 NVQ in Health and Social Care, Children and Young People – 3172 04
- Level 3 SVQ in Health and Social Care, Children and Young People – 3175 03
- Level 4 SVQ in Health and Social Care, Children and Young People – 3175 04
- Level 3 Playwork in Early Years and Child Care Workers – 6978 10
- Level 3 in Early Years and Childcare for Playworkers – 3177 10
- Level 2 NVQ in Playwork – 4833 02
- Level 3 NVQ in Playwork – 4834 13

- Level 4 NVQ in Playwork – 4834 40
- Level 2 NVQ in Supporting Teaching and Learning – 7329 02/92
- Level 3 NVQ in Supporting Teaching and Learning – 7329 03/93

You can download a fast track form from the City & Guilds website.

What entry requirements are there for candidates?

It is the responsibility of the centre to ensure that candidates have the skills necessary to achieve the qualifications whilst there are no formal prerequisites for entry, centres must be aware that candidates will require some study and general communication to skills in order to complete the assessment requirements. Some candidates may require further support in the development of these skills, but others may not be ready to take on a level 3 qualification.

How long should a candidate take to achieve this qualification?

Each unit specifies the notional learning hours. Notional learning hours take into account the amount of time it takes to complete the unit – including study time and guided learning.

Is it possible to combine the units and have less learning time overall?

Yes. It is recommended that an holistic approach is taken for the delivery and assessment of the full qualifications.

Would it be possible for Centre staff along with other teaching/assessing qualifications such as the new Preparing to Teach in the Lifelong Learning Sector (PTLLS) or the Certificate in Teaching in the Lifelong Sector (CTLLS) to deliver/assess the qualifications?

Yes. As long as staff involved in making any assessment decisions (ie: signing off the candidates' work/units within their portfolios) also have sufficient occupational knowledge and experience to do so eg they have a sound understanding of the NOS in Work with Parents and have experience of working in the sector at the same level or a level above the qualifications/units they are delivering/assessing.

Do learners have to have a work placement to undertake the qualifications? And if so for how long?

It is strongly recommended that learners are either already working in the sector in some capacity or have access to a work setting

What age range are these qualifications aimed at?

These qualifications are aimed at candidates aged 16+

How are these qualifications assessed?

The units and qualifications will be assessed by candidate portfolio of evidence. Centres should consider innovative delivery methods when teaching the qualifications such as holistic assessment (please see handbook for guidance). Each unit has been broken down into specific learning outcomes, Candidates will need to produce evidence for each learning outcome and assessment criteria.

Do assessors and verifiers need to have the A and V units to assess/verify these qualifications?

City & Guilds considers it best practice for assessors and recommends using assessors that hold the A1. However it is not a requirement.

For further requirements of Tutors, Assessors and Internal Verifiers please look in the Work with Parents handbook.

Is there any funding available for these qualifications?

To find out about funding for these qualifications please contact your local Learning Skills Council or local authority.

I have candidates on the original Work with Parents (3598) qualifications, what should I do?

Candidates registered on the 3598 qualifications should be encouraged to continue with these qualifications. These are approved and recognised qualifications for the work with Parents Sector and are endorsed by the LLUK, the SSC that represents the Work with Parents Sector.

3 Qualification related questions

What do I need to achieve to gain a full qualification?

The following certificates will be awarded to successful candidates on completion of the required combinations of units.

Level 2 Award in Work with Parents

1 mandatory unit + 2 optional units (please see handbook for unit options)

Overall credit value for the qualification: 12 credits at level 2

Level 3 Award in Work with Parents

1 mandatory unit + 1 optional or 2 optional units (dependant on credit value) - (please see handbook for unit options)

Overall credit value for the qualification: 12 credits at level 3

Level 3 Certificate in Work with Parents

5 mandatory units plus optional units worth 9 credits

Overall credit value for the qualification: 30 credits

21 credits must be at level 3 and a further 9 credits can be taken at either level 2 or 3

Level 4 Award in Work with Parents

1 mandatory unit at 6 credits

Can I get unit certification?

Candidates completing one or more units, rather than the full qualifications, will receive a Certificate of Unit Credit (CUC) which will state the credit value for the unit.