

**Unit 16: Administer playwork provision**

**Unit reference number:** R/602/1836

**QCF level:** 3

**Credit value:** 8

**Guided learning hours:** 60

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**Assessment requirements**

Please see annexe D for assessment requirement document.

**Assessment methodology**

This unit is assessed in the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

## Learning outcomes and assessment criteria

Learning outcomes		Assessment criteria			Evidence type	Portfolio reference	Date
1	Be able to implement access procedures	1.1	answer the enquiries about the access of children and young people promptly and courteously following organisational procedures				
		1.2	collect the necessary information about the children, young people and their families				
		1.3	record information about children, young people and their families				
		1.4	pass the information on to the responsible colleague following organisational procedures				
		1.5	provide information to enquirers about future access conditions				
		1.6	ensure that access procedures are followed				
2	Be able to record key information	2.1	make sure information in own area of responsibility is complete, legible and up to date				
		2.2	store information securely but in a way which allows it to be quickly found and retrieved				
		2.3	restrict access to information according to the agreements on confidentiality and organisational and legal requirements				
		2.4	provide information to authorised people and agencies when necessary				

Learning outcomes		Assessment criteria			Evidence type	Portfolio reference	Date
3	Understand how to implement access procedures	3.1	clarify why it is important to implement access procedures correctly				
		3.2	explain the requirements of disability and equal opportunities legislation in regard to access				
		3.3	summarise the provisions of the children act in relation to play provision and record keeping				
		3.4	explain why it is important to deal with enquiries promptly and courteously				
		3.5	describe the types of enquiry which are likely to be made and how to deal with these				
		3.6	summarise the information which needs to be collected about children and their families and why				
		3.7	explain why it is important to record information clearly and fully				
		3.8	summarise the organisational procedures for processing and communicating information about children, young people and their families				

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
4	Understand how to record key information	4.1	clarify why it is important to keep records complete, legible and up-to-date			
		4.2	clarify why it is important to store records securely but in a way which enables them to be found quickly			
		4.3	describe different methods of organising and storing records			
		4.4	summarise the requirements of data protection legislation and why it is important to maintain confidentiality			
		4.5	explain the organisational requirements covering confidentiality			
		4.6	summarise the types of information which may need to be passed on to authorised people in the organisation and why requests should be dealt with promptly			

Learner name: \_\_\_\_\_ Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if sampled)