

Learner Course Guide for:



Level 5 Diploma in Leadership and Management for the Children and Young People's workforce

Introduction

This level 5 Diploma in Leadership and Management for the Children and Young People's Workforce qualification is aimed at existing Managers and Deputies, enabling them to develop management skills in preparation for taking on new roles and responsibilities that benefit the workplace and the service it provides.

This level 5 qualification provides learners with the skills and knowledge needed to manage practice and lead others in children and young people's services. It is appropriate for those employed as managers of settings or groups of settings, deputy managers and management trainees.

This includes:

- Promote professional development
- Champion equality, diversity and inclusion
- Lead practice that supports positive outcomes for child and young person development
- Develop professional supervision practice in children and young people's work settings

Entry Requirements

Candidates are expected to be to be working in the childcare workforce in a Manager, Deputy or Management Trainee role in a children and young people's setting. FW Solutions will carry out an initial assessment of candidate skills and knowledge to identify any gaps and help plan the assessment.

Detailed below are a few of the areas of development you will study to help you achieve each of the learning outcomes for this valuable level 5 childcare leadership and management qualification

Knowledge and Understanding

Study Skills

This professional development module allows you the opportunity to develop wider ranging skills and provides the knowledge and understanding required to complete research and present written assignments and reports. You will learn the importance of understanding how to complete research for a specific topic/subject and present findings in an appropriate format.

You will develop professionally and understand how to edit a piece of work to fit an assignment brief and to prepare and present reports. Within your role as an advanced childcare practice manager, you will be required to provide information to stakeholders and to other professional you may be working with.



You will form part of the supporting team that prepares for Ofsted inspection, undertake training and development of staff and oversee the day to day support of your team, all of which culminate in effective communication techniques learnt within this module.

Promote Professional Development

As a childcare setting manager, it is imperative that you are in a position to guide and inform others in relation towards maintaining and developing skills that are required to ensure that the services delivered by your setting are of an exacting quality. Within this professional development module, you will begin to understand principles of professional development. This will allow you to explain factors to consider when selecting opportunities and activities for keeping knowledge and practice up to date. You will also undertake study which will allow you to improve performance through reflective practice, explain the importance of reflective practice to improve performance and use reflective practice and feedback from others to improve performance. Finally, you will develop the skill set required to be able to evaluate how practice has been improved through reflection on best practice and through reflection on failures and mistakes.

Champion Equality, Diversity and Inclusion

As a manager, championing equality and inclusion in own area of responsibility will allow you to Explain models of practice that underpin equality, diversity and inclusion in analyse the potential effects of barriers to equality and inclusion in own area of responsibility. You will develop skills that allow understanding of how to develop systems and processes that promote diversity, equality and inclusion and analyse how systems and processes can promote equality and inclusion or reinforce discrimination and exclusion.

Within this professional development module, you will expand knowledge and understanding of how to manage the risks presented when balancing individual rights and professional duty of care, explain the principle of informed choice and propose a strategy to manage risks when balancing individual rights and duty of care.



Practical Skills

Lead Practice That Supports Positive Outcomes for Child and Young Person Development

Within the childcare sector it is extremely important that your setting shines and stands out from the rest. Parents today wish to see staff and settings that support positive outcomes for child and young person development. Study of this professional development unit will allow you to demonstrate understanding of theoretical approaches to child and young person development. You will be able to support use of different methods of developmental assessment and recording for children and young people and be able to develop and implement programmes with children or young people requiring developmental support.

Your new skill set will allow you to evaluate programmes for children or young people requiring developmental support, implement strategies for improvement for programmes of development support. You will also be able to lead and promote support for children experiencing transitions.

Develop and Implement Policies and Procedures to Support the Safeguarding of Children and Young People

Within your role development, you will be required to understand the impact of current legislation that underpins the safeguarding of children and young people. You will be in a position to explain and demonstrate how the processes used by own work setting comply with legislation that covers data protection, information handling and sharing. As a senior member of staff, you will be able to support the review of policies and procedures for safeguarding children and young people and implement policies and procedures for safeguarding children and young people as ever changing legislation demands. This will result in you being able to act as a mentor and support other practitioners to develop the skills to safeguard children and young people.

Develop Professional Supervision Practice in Children and Young People's Work Settings

As a mentor to staff members, you must be in a position to understand the purpose of professional supervision in children and young people's work settings. You will become more knowledgeable and be in a position to Explain how professional supervision can protect the:

- individual
- supervisor
- supervisee

You will develop new skills and fully understand how the principles of professional supervision can be used to inform performance management in children and young people's work settings. You will begin to analyse how professional supervision supports performance and further analyse how performance indicators can be used to measure practice.

Finally, you will become confident and competent and support supervisees to reflect on their practice, provide constructive feedback that can be used to improve performance and review and revise professional supervision targets to meet the identified objectives of the work setting



Methods of Assessment and Support

To ensure that you are given every opportunity to meet the prescribed learning outcomes and assessment criteria, you will be allocated a personal teaching and learning coordinator (TLC) who will work with you on a one to one basis.

Your allocated TLC will visit you in the workplace every month throughout the duration of your qualification. The length of the qualification depends upon you and your learning abilities. It is estimated that the qualification will take between 12 and 18 months.

You will be provided with unlimited access to our bespoke learner platform housing a vast array of resources linked to each and every unit within the qualification.

During your qualification your TLC will carry out the following and much more to assist your development:

- Regular teaching and learning sessions aimed at the delivery of knowledge and understanding within every chosen area of your professional development.
- Regular observation of your developing performance within your workplace, your TLC will formulate a full assessment plan to inform you of the areas to be observed, they will provide formal feedback and support. This “direct observation” will count as an assessment and will be logged as such onto your E-Portfolio to demonstrate learning and development
- Your TLC will meet with you line manager, other senior staff members and colleagues to ask them to provide “witness testimonies” explaining your actions within the workplace whilst working alongside them. This also forms an assessment process and will be logged by your TLC onto your E-Portfolio
- Your TLC will carry out regular reviews of your progress and development with your employers, this ensures you remain on-track and up to date with progress. If any additional support is required, this will be provided by FW Solutions.

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Breakdown of this Level 5 Qualification

Mandatory Units:

Unit 1 M4:1 Study Skills

Unit 2 M5:1 Use and develop systems that promote communication

Unit 3 M5:2 Promote professional development

Unit 4 M5:3 Champion equality, diversity and inclusion

Unit 5 M5:4 Develop health and safety and risk management policies, procedures and practices in children and young people's settings

Unit 6 M5:5 Work in partnership in children and young people's settings

Unit 7 M5:6 Understand children and young person's development

Unit 8 M5:7 Lead practice that supports positive outcomes for child and young person development

Unit 9 M5:8 Develop and implement policies and procedures to support the safeguarding of children and young people

Unit 10 M5:9 Lead and manage a team within children and young people's setting

Unit 11 M5:10 Develop professional supervision practice in children and young people's work settings

Unit 12 M5:11 Lead practice in promoting the well-being and resilience of children and young people

Optional Units – candidates must complete a minimum of 6, with 4 units from group A

Group A

OA1 Develop procedures and practice to respond to concerns and complaints

OA2 Recruitment and selection within children and young people's setting

OA3 Facilitate the development of effective group practice in children and young people's setting

OA4 Manage induction in children and young people's setting

OA5 Facilitate change in children and young people's setting

OA6 Manage finance within own area of responsibility in children and young people's setting

OA7 Manage quality in children and young people's setting

OA8 Develop and evaluate operational plans for own area of responsibility

Group B

OB1 Understand how to manage a team

OB2 Understanding professional supervision practice

OB3 Undertake a research project within services for children and young people

OB4 Lead the management of transitions

OB5 Support children's speech, language and communication