



[www.healthandcarelearning.wales](http://www.healthandcarelearning.wales)  
[info@hclw.wales](mailto:info@hclw.wales)

## Levels 4/5 Health and Social Care and Children's Care, Play, Learning and Development Qualifications

### Qualifications Wales contracted qualifications Scope for adaptations – August 2021

The City and Guilds of London Institute. Incorporated by Royal Charter. Founded 1878.  
Registered Charity in  
England and Wales 312832 and in Scotland SC039576.

WJEC CBAC Ltd. is a company limited by guarantee, registered in  
England and Wales (no. 3150875) and is a registered charity (no. 1073332)

The tables below outline the scope for adaptations across the full range of Level 4 and Level 5 Health and Social Care and Children's Care, Play, Learning and Development qualifications offered by City & Guilds, in partnership with the WJEC and under contract to Qualifications Wales.

These adaptations have been agreed with Qualifications Wales and have been drafted in partnership with Social Care Wales and Health Education and Improvement Wales. They will remain in place for all learners throughout the 2021/22 academic year and will be kept under review during that period.

Following the direction laid down by the VTQ Contingency Regulatory Framework, all of the qualifications listed below have been identified as **Category A qualifications** and, whilst regulated by Qualifications Wales, are referenced as such in Ofqual's [explainer tool](#). In light of this categorisation, centre determined grades are not appropriate. Where possible, learner progression is supported by a variety of adaptations and where assessment cannot safely occur<sup>1</sup>, even with permitted adaptations in place, learners will need to be delayed.

This approach is in keeping with the aspirations of the Qualification Wales and the workforce regulators in Wales and represents the safest and fairest course of action given the purpose of the qualifications and their role in the protection of the public.

**Table 1** summarises a range of adaptations for the City & Guilds VTQ qualifications at Levels 4 and 5 which will be available to **all learners accessing assessment up to 31 August 2022**. At all times centres will be expected to apply the full assessment strategy and only avail of an adapted process *in extremis as follows*:

1. Public Health restrictions, as a result of Covid-19, prevents assessor access to the workplace

These qualifications went live on 01 September 2020 and the assessment strategies support a robust process of sequential teaching and learning followed by assessment, which in some instances is unit related. The current assessment strategies champion a digital approach for some aspects of external assessment however further, more specific guidance is needed regarding permissible adaptations for assessor observation and for the management of the internal assessment process, should ongoing disruption continue.

Similar to Level 2 and Level 3, digital recordings are not permitted for any assessment that directly involves or includes vulnerable individual and/or their family/carers or where sensitive information is being discussed.

**Tables 2-10** examine each individual Level 4 or Level 5 qualification and provides guidance on available adaptations per assessment task, as follows:

---

<sup>1</sup> In all instances the implementation of the full assessment strategy is expected, including where relevant, direct observation by an appropriately qualified assessor. Adaptations should only be used when implications relating to Covid19 or associated ongoing restrictions are a persistent factor.

- Table 3: Level 4 Preparing for Leadership and Management in Health and Social Care (8040-09)
- Table 4: Level 4 Preparing for Leadership and Management in Children's Care, Play, Learning and Development (8041-16)
- Table 5: Level 4 Professional Practice in Health and Social Care (8040-08)
- Table 6: Level 4 Professional Practice in Children's Care, Play, Learning and Development (8041-17)
- Table 7: Level 4 Adult Placement/Shared Lives (8040-11)
- Table 8: Level 4 Independent Advocacy (8040-12)
- Table 9: Level 4 Social Services Practitioner (8040-13)
- Table 10: Level 5 Leadership and Management in Health and Social Care (8040-10)
- Table 11: Level 5 in Leadership and Management in Children's Care, Play, Learning and Development (8041-18)

**Table 1: Proposed adaptations for City & Guilds Level 4 and Level 5 HSC and CCPLD qualifications**

Qualifications	C&G number	Qualification Type	Assessment strategy	Current adaptations	Anticipated adaptations already in plan	Argument for no further adaptation	Argument for further adaptation to be considered	Recommendation
Level 4 Preparing for Leadership and Management (HSC and CCPLD)	8040-09 8041-16	VRQ	Externally set task, internally and externally assessed	None in place	None finalised	Both qualifications are prerequisites to the corresponding Level 5 qualification. The qualifications went live in Sept 2020 and are a new provision at this level. Therefore it would be difficult to benchmark a centre determined grade reliably.	The external assessment is already set up to be conducted digitally and remote assessment of the internal assessments could also be delivered this way	Permit internal assessments to be conducted digitally
Level 4 Professional Practice (HSC and CCPLD)	8040-08 8041-19	L2P	Externally set tasks, internally and externally assessed including direct observation by qualified assessor	None in place	None finalised	Potential for adaptations increasing	Direct observation to be replaced where necessary to triangulation of EWT/PD and Learner reflection to inc 360 evaluation and team meetings – similar to the L2/3 qualifications above. Internally assessed tasks to be delivered digitally	Permit triangulation using EWT/PD and Learner reflection as described  Use of digital methods for internally assessed tasks within agreed parameters.
Level 4 Functional Roles  Adult placement/Shared Lives  Independent Advocacy  Social Services Practitioner	  8040-11  8040-12  8040-13	L2P	Externally set tasks. Internally and externally assessed including direct observation by qualified assessor	None in place	None finalised	Potential for adaptations increasing	Direct observation to be replaced where necessary to triangulation of EWT/PD and Learner reflection to include 360 evaluation and team meetings – similar to the L2/3 qualifications above. Internally assessed tasks to be delivered digitally	Permit triangulation using EWT/PD and Learner reflection as described.  <b>NB:</b> Expert Witnesses supporting the Social Services Practitioner qualification <b>MUST</b> be a qualified Social Worker.

								Use of digital methods for internally assessed tasks within agreed parameters.
<b>Level 5 Leadership and Management (HSC and CCPLD)</b>	8040-10 8041-18	L2P	Externally set tasks. Internally and externally assessed including direct observation by qualified assessor	None in place	None finalised	Potential for adaptations increasing	Direct observation to be replaced where necessary to triangulation of EWT/PD and Learner reflection to include 360 evaluation and team meetings- similar to the L2/3 qualifications above. Internally assessed tasks to be delivered digitally	Permit triangulation using EWT/PD and Learner reflection as described.  Use of digital methods for internally assessed tasks within agreed parameters.

The following tables examine in detail, the individual assessment components within **EACH** Level 4 and Level 5 qualification and indicates where adaptation is possible and practicable.

**Table 2: Level 4 Preparing for Leadership and Management in Health and Social Care (8040-09)**

Level 4 Preparing for Leadership and Management in Health and Social Care: (8040-09)							
Unit	Task	Assessment Activity	Assessment Type	Internal or external assessment	Is adaptation possible	Adaptation permitted	Rationale
Unit 410 Legislation, theories and models of person/child-centred practice	Task A	Written response	Externally set; Internally marked	Internal	Yes	Assessment can be completed and submitted using a digital solution i.e. e-portfolio; dropbox; other secure platforms	Minimal impact to robustness of assessment process
	Task B	Written response					
	Task C	Oral assessment				Assessment can be conducted remotely using TEAMS, Zoom, skype or similar	
Unit 411 Theoretical frameworks for leadership and management in health and social care	Task D(i)	Written report	Externally set; Externally marked	External	No	None necessary	Use of digital platforms already promoted
	Task D(ii)	Presentation and discussion					
Unit 412 Leadership and management of effective team performance in health and social care services	Task E	Written response	Externally set; Internally marked	Internal	Yes	Assessment can be completed and submitted using a digital solution i.e. e-portfolio; dropbox; other secure platforms	Minimal impact to robustness of assessment process
	Task F	Oral assessment				Assessment can be conducted remotely using TEAMS, Zoom, skype or similar	Minimal impact to robustness of assessment process
	Task G	Written response				Assessment can be completed and submitted using a digital solution i.e. e-portfolio; dropbox; other secure platforms	Minimal impact to robustness of assessment process

**Table 3: Level 4 Preparing for Leadership and Management in Children’s Care, Play, Learning and Development (8041-16)**

Level 4 Preparing for Leadership and Management in Children’s Care, Play, Learning and Development: (8041-16)							
Unit	Task	Assessment Activity	Assessment Type	Internal or external assessment	Is adaptation possible	Adaptation permitted	Rationale
Unit 405 Leading child-centred practice	Task A(i)	Information document	Externally set; Externally marked	External	No	None necessary	Use of digital platforms already promoted
	Task A(ii)	Written response					
	Task B(i)	Evaluation					
	Task B(ii)	Project Plan					
Unit 406 Theoretical frameworks for leadership and management	Task C	Written response	Externally set Internally marked	Internal	Yes	Assessment can be completed and submitted using a digital solution i.e. e-portfolio; dropbox; other secure platforms	Minimal impact to robustness of assessment process
	Task D	Training materials					
Unit 407 Leadership and management of effective team practice	Task E	Written response	Externally set Internally marked	Internal	Yes	Assessment can be completed and submitted using a digital solution i.e. e-portfolio; dropbox; other secure platforms	Minimal impact to robustness of assessment process
	Task F	Oral assessment				Assessment can be conducted remotely using TEAMS, Zoom, skype or similar	Minimal impact to robustness of assessment process
	Task G	Written response				Assessment can be completed and submitted using a digital solution i.e. e-portfolio; dropbox; other secure platforms	Minimal impact to robustness of assessment process

**Table 4: Level 4 Professional Practice in Health and Social Care (8040-08)**

Level 4 Professional Practice in Health and Social Care: (8040-08)							
Unit	Task	Assessment Activity	Assessment Type	Internal or external assessment	Is adaptation possible	Adaptation permitted	Rationale
Unit 420 Professional Practice  Pathway Units 421-427 (candidate selects ONE only)	Task A	Portfolio	Externally set Internally marked	Internal	Yes	Assessment can be competed and submitted using a digital solution i.e. e-portfolio; dropbox; other secure platforms	Minimal impact to robustness of assessment process
	Task D(i)	Project Plan					
	Task D(ii)	Direct observation/Reflection				Expert Witness Testimony; Professional Discussion and 360° Learner reflection via TEAMS, Zoom, Skype or similar	Minimal impact to robustness of assessment process
	Task D(iii)	Professional Discussion				Assessment can be conducted remotely using TEAMS, Zoom, skype or similar	Minimal impact to robustness of assessment process
Unit 410 Legislation, theories and models of person/child-centred practice	Task B(i)	Written response	Externally set Externally marked	External	No	None necessary	Use of digital platforms already promoted
	Task B(ii)	Written response					
	Task B(iii)	Written response					
	Task C	Evaluation of practice					



**Table 5: Level 4 Professional Practice in Children’s Care, Play, Learning and Development (8041-17)**

Level 4 Professional Practice in Children’s Care, Play, Learning and Development (8041-17)							
Unit	Task	Assessment Activity	Assessment Type	Internal or external assessment	Is adaptation possible	Adaptation permitted	Rationale
Pathway Units 416/417 and 419 (candidate selects ONE only)	Task A	Portfolio	Externally set Internally marked	Internal	Yes	Assessment can be completed and submitted using a digital solution i.e. e-portfolio; dropbox; other secure platforms	Minimal impact to robustness of assessment process
	Task D(i)	Project plan					
	Task D(ii)	Direct Observation/Reflection				Expert Witness Testimony; Professional Discussion and 360° Learner reflection via TEAMS, Zoom, Skype or similar	Minimal impact to robustness of assessment process
	Task D(iii)	Professional Discussion				Assessment can be conducted remotely using TEAMS, Zoom, skype or similar	Minimal impact to robustness of assessment process
Unit 405 Leading child-centred practice	Task B(i)	Written response	Externally set Externally marked	External	No	None necessary	Use of digital platforms already promoted
	Task B(ii)	Written response					
	Task C(i)	Written response					
Unit 415 Study Skills	Task C(ii)	Written response	Externally set Internally marked	Internal	Yes	Assessment can be completed and submitted using a digital solution i.e. e-portfolio; dropbox; other secure platforms	Minimal impact to robustness of assessment process

**Table 6: Level 4 Adult Placement/Shared Lives (8040-11)**

Level 4 Adult Placement/Shared Lives (8040-11)							
Unit	Task	Assessment Activity	Assessment Type	Internal or external assessment	Is adaptation possible	Adaptation permitted	Rationale
Unit 434 Provide support for Adult Placement/Shared Lives Carers  Pathways units 435-437 (candidate selects ONE only)	Task A	Portfolio	Externally set Internally assessed Externally reviewed	Internally assessed Externally reviewed	Yes	Assessment can be completed and submitted using a digital solution i.e. e-portfolio; dropbox; other secure platforms	Minimal impact to robustness of assessment process
	Task B	Reflective Log	Externally set Internally assessed Externally reviewed	Internally assessed Externally reviewed	Yes	Assessment can be completed and submitted using a digital solution i.e. e-portfolio; dropbox; other secure platforms	Minimal impact to robustness of assessment process
	Task C	3x Direct Observation	Externally set Internally assessed Externally reviewed	Internally assessed Externally reviewed	Yes	Expert Witness Testimony; Professional Discussion and 360° Learner reflection via TEAMS, Zoom, Skype or similar	Minimal impact to robustness of assessment process
	Task D	Professional Discussion	Externally set Externally assessed	External	No	None necessary	Use of digital platforms already promoted

**Table 7: Level 4 Independent Advocacy (8040-12)**

Level 4 Independent Advocacy (8040-12)							
Unit	Task	Assessment Activity	Assessment Type	Internal or external assessment	Is adaptation possible	Adaptation permitted	Rationale
All units (428-433)	Task A	Portfolio	Externally set Internally assessed Externally reviewed	Internally assessed Externally reviewed	Yes	Assessment can be completed and submitted using a digital solution i.e. e-portfolio; dropbox; other secure platforms	Minimal impact to robustness of assessment process
	Task D	Professional Discussion	Externally set Externally marked	External	No	None necessary	Use of digital platforms already promoted
Unit 428 Pathway units 430-433 (candidate selects minimum of one)	Task C(i)	3x Direct observation	Externally set Internally assessed Externally reviewed	Internally assessed Externally reviewed	Yes	Expert Witness Testimony; Professional Discussion and 360° Learner reflection via TEAMS, Zoom, Skype or similar	Minimal impact to robustness of assessment process
	Task C(ii)	Reflective Log	Externally set Internally assessed Externally reviewed	Internally assessed Externally reviewed	Yes	Assessment can be completed and submitted using a digital solution i.e. e-portfolio; dropbox; other secure platforms	Minimal impact to robustness of assessment process
Unit 429	Task B	Written response	Externally set Internally assessed Externally reviewed	Internally assessed Externally reviewed	Yes	Assessment can be completed and submitted using a digital solution i.e. e-portfolio; dropbox; other secure platforms	Minimal impact to robustness of assessment process

**Table 8: Level 4 Social Services Practitioner (8040-13)**

Level 4 Social Services Practitioner (8040-13)							
Unit	Task	Assessment Activity	Assessment Type	Internal or external assessment	Is adaptation possible	Adaptation permitted	Rationale
All Units	Task A	Portfolio	Externally set Internally assessed Externally reviewed	Internally assessed Externally reviewed	Yes	Assessment can be completed and submitted using a digital solution i.e. e-portfolio; dropbox; other secure platforms	Minimal impact to robustness of assessment process
Unit 440 Unit 441 Unit 444 Unit 445	Task B	Written response	Externally set Internally assessed Externally reviewed	Internally assessed Externally reviewed	Yes	Assessment can be completed and submitted using a digital solution i.e. e-portfolio; dropbox; other secure platforms	Minimal impact to robustness of assessment process
Unit 440 Unit 441 Unit 442 Unit 443 Unit 445	Task C	Reflections	Externally set Internally assessed Externally reviewed	Internally assessed Externally reviewed	Yes	Assessment can be completed and submitted using a digital solution i.e. e-portfolio; dropbox; other secure platforms	Minimal impact to robustness of assessment process
Unit 441 Unit 444 Unit 445	Task D	3x Direct observation	Externally set Internally assessed Externally reviewed	Internally assessed Externally reviewed	Yes	Expert Witness Testimony from a qualified Social Worker; Professional Discussion and 360° Learner reflection via TEAMS, Zoom, Skype or similar	Minimal impact to robustness of assessment process
All Units	Task E	Professional Discussion	Externally set Externally assessed	External	No	None necessary	Use of digital platforms already promoted

**Table 9: Level 5 Leadership and Management in Health and Social Care (8040-10)**

Level 5 Leadership and Management in Health and Social Care (8040-10)							
Unit	Task	Assessment Activity	Assessment Type	Internal or external assessment	Is adaptation possible	Adaptation permitted	Rationale
All units assessed holistically	Formative assessment	2x Direct observation	Externally set	Internal	Yes	Expert Witness Testimony; Professional Discussion and 360° Learner reflection via TEAMS, Zoom, Skype or similar	Minimal impact to robustness of assessment process
	Task 1	Portfolio		Internally reviewed Externally assessed	No	None necessary	Use of digital platforms already promoted
	Task 2a	Project Rationale		Internally reviewed Externally assessed			
	Task 2b	Project Plan		Internally reviewed Externally assessed			
	Task 2c	2x Direct Obs. by IA 1x Direst Obs. By EA		Internally/Externally assessed	Yes	Expert Witness Testimony; Professional Discussion and 360° Learner reflection via TEAMS, Zoom, Skype or similar	Minimal impact to robustness of assessment process
	Task 2d	Evaluation		Internally reviewed Externally assessed	No	None necessary	Use of digital platforms already promoted
Task 3	Professional Discussion	Externally assessed					

**Table 10: Level 5 in Leadership and Management in Children’s Care, Play, Learning and Development (8041-18)**

Level 5 in Leadership and Management in Children’s Care, Play, Learning and Development (8041-18)							
Unit	Task	Assessment Activity	Assessment Type	Internal or external assessment	Is adaptation possible	Adaptation permitted	Rationale
All units assessed holistically	Formative assessment	2x Direct observation	Externally set	Internal	Yes	Expert Witness Testimony; Professional Discussion and 360° Learner reflection via TEAMS, Zoom, Skype or similar	Minimal impact to robustness of assessment process
	Task 1	Portfolio		Internally reviewed Externally assessed	No	None necessary	Use of digital platforms already promoted
	Task 2a	Project Rationale		Internally reviewed Externally assessed			
	Task 2b	Project Plan		Internally reviewed Externally assessed			
	Task 2c	2x Direct Obs. by IA 1x Direst Obs. By EA		Internally/Externally assessed	Yes	Expert Witness Testimony; Professional Discussion and 360° Learner reflection via TEAMS, Zoom, Skype or similar	Minimal impact to robustness of assessment process
	Task 2d	Evaluation		Internally reviewed Externally assessed	No	None necessary	Use of digital platforms already promoted