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ABSTRACT

Britain's National Vocational Qualifications (NVQs) are work qualifications that measure what an employee or potential employee can do as well as how much he or she knows and understands about a particular job. Used as written proof of usable workplace skills that can be put to profitable use by an employer, NVQs range from basic Level 1, for everyday routine tasks, up to Level 5 professional skills, providing a way to develop skills and build a career ladder that benefits both employer and employee. This packet contains NVQ competency lists for the following jobs: (1) care, level 2 (developmental care, direct care, domiciliary support, postnatal care, residential and hospital support, and special care needs); and (2) health care---physiological measurement, level 3 (audiology, neurophysiology, and respiratory measurements). (KC)

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NVQs

– better
qualifications
for better
jobs

NATIONAL VOCATIONAL QUALIFICATIONS

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Care

.....

LEVEL

2

3

NVQs – better qualifications for work

NVQs are the work qualifications that employers have always been asking for, because NVQs measure what you can do, as well as how much you know and understand about the job you do.

Practical, work-based qualifications

An NVQ is the ideal qualification for people who intend to work, or already work, in a particular industry, service or business. On-the-job training is more relevant than book-learning, so the ability to run an organisation or repair a motor vehicle is what counts, rather than having GCSEs.

For every industry and business

NVQs are already available for most kinds of work (and the range is constantly being added to, in order to meet new employment needs).

NVQs are written proof of usable workplace skills which can be put to profitable use by an employer straight away. They range from basic Level 1, for everyday routine tasks, up to Level 5 professional skills – so there's a way to develop skills and build a career ladder that benefits both employer and employee.

For every kind of person

There is training for NVQs, but there's no laid-down course of study: someone – anyone of any age, provided they're over 16 – who can prove the ability to do the job, with the required degree of skill, is entitled to be assessed for an NVQ.

An NVQ is recognition and certification of someone's ability to perform specific tasks. It may involve study to reach the appropriate level. On the other hand, some candidates or employees may already possess the necessary skills – acquiring an NVQ certificate can be valuable recognition of those skills, especially in areas where previously no formal qualification existed.

NVQs
Care
Level 2

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The following units are common to and form part of all the NVQs in this booklet.

Promote equality for all individuals

- Provide anti-discriminatory practice
- Maintain the confidentiality of information
- Promote and support individual rights and welfare within service delivery
- Acknowledge individuals' personal beliefs and identity
- Support individuals through effective communication

Contribute to the protection of individuals from abuse

- Contribute to minimising the level of abuse in a care environment
- Minimise the negative effects of disruptive or abusive behaviour
- Contribute to monitoring individuals who are at risk from abuse

Contribute to the ongoing support of clients and others significant to them

- Enable clients to maintain their interests, identity and emotional well-being whilst receiving a care service
- Enable clients to maintain contact with those who are significant to them
- Support those who are significant to clients during visits to the client
- Enable those who are significant to the client to support the client

Support clients in transition due to their care requirements

- Support clients as they change from one care requirement to another
- Enable clients to become familiar with different care requirements
- Enable clients to transfer to new care settings in a dignified and equitable manner

Contribute to the health, safety and security of individuals and their environment

Contribute to the promotion of clients' health

Contribute to maintaining the safety and security of clients and their belongings

Contribute to maintaining the safety and security of the environment

Maintain personal standards of health, safety and security

Respond in the event of a health emergency

Obtain, transmit and store information relating to the delivery of a care service

Obtain information relating to care service delivery

Maintain, store and retrieve records

Receive and transmit information to others on request

Developmental Care NVQ Level 2

includes the 6 units common to all Care NVQs at Level 2 listed at the beginning of this booklet and:

Enable clients to move within their environment

Support clients with their preparations for a journey or visit

Accompany clients on journeys or visits

Enable clients to maintain their mobility in their immediate environment

Enable clients to participate in recreation and leisure activities

Encourage clients to plan recreation and leisure Support clients during recreation and leisure activities

Contribute to the support of clients during development programmes and activities

Assist in the assessment of client abilities

Prepare and/or provide equipment and materials for use in development programmes

Assist in the implementation of client development activities

Enable clients to maintain contacts in potentially isolating situations

Support clients in maintaining social contacts

Obtain specific information and literature for clients

Maintain and control stock, equipment and materials

Monitor and maintain stocks of materials and equipment

Maintain instruments and/or equipment

Assist in the transfer of materials and equipment within the organisation

Direct Care NVQ Level 2

Includes the 6 units common to all Care NVQs at Level 2 listed at the beginning of this booklet and:

Enable clients to maintain and improve their mobility

Enable clients to exercise

Assist the client to use mobility appliances

Contribute to the movement and treatment of clients to maximise their physical comfort

Prepare the client and environment for moving and lifting

Assist the client to move from one position to another

Assist the client to prevent and minimise adverse effects of pressure

Enable clients to maintain their personal hygiene and appearance

Enable clients to maintain personal cleanliness

Support clients in personal grooming and dressing

Enable clients to eat and drink

Enable clients to choose appropriate food and drink

Enable clients to prepare for eating and drinking

Assist clients with eating and drinking

Enable clients to access and use toilet facilities

Enable clients to access toilet facilities

Assist clients to use toilet facilities

Collect and dispose of clients' body waste

Enable clients to achieve physical comfort

Assist in minimising client discomfort and pain

Assist in providing conditions to meet clients' need for rest

Domiciliary Support NVQ Level 2

covers the 6 units common to all Care NVQs at
Level 2. Read in the Learning Unit 1. This booklet is one

Contribute to the movement and treatment of clients to maximise their physical comfort

- Prepare the client and environment for moving and lifting
- Assist the client to move from one position to another
- Assist the client to prevent and minimise adverse effects of pressure

Enable clients to manage their domestic and personal resources

- Support clients in maintaining a supply of personal clothing and linen
- Enable clients to choose, prepare and store food
- Enable clients to obtain household and personal goods
- Enable clients to maintain a clean environment
- Enable clients to maintain the safety and security of the living environment

Enable clients to maintain contacts in potentially isolating situations

- Support clients in maintaining social contacts
- Obtain specific information and literature for clients

Contribute to the maintenance and management of domestic and personal resources

- Maintain a supply of personal clothes and linen
- Clean individual rooms and surfaces
- Contribute to the maintenance of furnishings and fittings
- Prepare food and drink for clients

Post Natal Care NVQ Level 2

Includes the 6 units common to all Care NVQs at Level 2 (listed at the beginning of this booklet) and:

Enable clients to eat and drink

Enable clients to choose appropriate food and drink

Enable clients to prepare for eating and drinking

Assist clients with eating and drinking

Enable clients to access and use toilet facilities

Enable clients to access toilet facilities

Assist clients to use toilet facilities

Collect and dispose of clients' body waste

Care for a baby in the first ten days of life when the mother is unable

Care for the baby's hygiene and well-being during the first ten days of life

Feed and interact with the baby

Enable clients to achieve physical comfort

Assist in minimising client discomfort and pain

Assist in providing conditions to meet clients' need for rest

Reinforce professional advice through supporting and encouraging the mother in active parenting in the first ten days of babies' lives

Assist mothers to care for babies' safety, protection and security

Assist mothers in caring for babies' hygiene and well-being

Support mothers in feeding babies

Residential/Hospital Support NVQ Level 2

includes the 6 units common to all Care NVQs at Level 2 (listed at the beginning of this booklet) and:

Contribute to the movement and treatment of clients to maximise their physical comfort

- Prepare the client and environment for moving and lifting
- Assist the client to move from one position to another
- Assist the client to prevent and minimise adverse effects of pressure

Enable clients to eat and drink

- Enable clients to choose appropriate food and drink
- Enable clients to prepare for eating and drinking
- Assist clients with eating and drinking

Enable clients to access and use toilet facilities

- Enable clients to access toilet facilities
- Assist clients to use toilet facilities
- Collect and dispose of clients' body waste

Contribute to the maintenance and management of domestic and personal resources

- Maintain a supply of personal clothes and linen
- Clean individual rooms and surfaces
- Contribute to the maintenance of furnishings and fittings
- Prepare food and drink for clients

**Maintain and control stock, equipment
and materials**

Monitor and maintain stocks of materials and equipment

Maintain instruments and/or equipment

Assist in the transfer of materials and equipment within the
organisation

Special Care Needs NVO Level 2

Includes the 6 units common to all Care NVQs at Level 2 (listed at the beginning of this booklet) and:

Enable clients to maintain their personal hygiene and appearance

Enable clients to maintain personal cleanliness

Support clients in personal grooming and dressing

Enable clients to eat and drink

Enable clients to choose appropriate food and drink

Enable clients to prepare for eating and drinking

Assist clients with eating and drinking

Enable clients to participate in recreation and leisure activities

Encourage clients to plan recreation and leisure

Support clients during recreation and leisure activities

Enable clients to manage their domestic and personal resources

Support clients in maintaining a supply of personal clothing and linen

Enable clients to choose, prepare and store food

Enable clients to obtain household and personal goods

Enable clients to maintain a clean environment

Enable clients to maintain the safety and security of the living environment

Contribute to the support of clients during development programmes and activities

Assist in the assessment of client abilities

Prepare and/or provide equipment and materials for use in development programmes

Assist in the implementation of client development activities

Enable clients to maintain contacts in potentially isolating situations

Support clients in maintaining social contacts

Obtain specific information and literature for clients

BTEC – builds better qualifications for work

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BTEC is the Business & Technology Education Council, an independent body which awards National Vocational Qualifications (NVQs).

BTEC authorises centres to carry out NVQ training and assessment. It also appoints external verifiers who check that trainees' work meets NVQ standards.

BTEC itself does not do NVQ training. But it constantly monitors the providers and assessors to ensure that NVQ trainees develop the necessary skills to the standards required by industry.

Your next step

Please see your training officer or personnel department, talk to the local careers advisory service, or contact colleges in your area. Your Training and Enterprise Council may also be able to help.

The standards for these NVQs are published on behalf of the occupational standards council for health and social care by:

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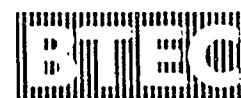
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NVQs

– better
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NATIONAL VOCATIONAL QUALIFICATIONS

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Health Care – Physiological Measurement

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LEVEL

3

NVOs – better qualifications for work

NVOs are the work qualifications that employers have always been asking for, because NVOs measure what you can do, as well as how much you know and understand about the job you do.

Practical, work-based qualifications

An NVO is the ideal qualification for people who intend to work, or already work, in a particular industry, service or business. On-the-job training is more relevant than book-learning, so the ability to run an organisation or repair a motor vehicle is what counts, rather than having GCSEs.

For every industry and business

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For every kind of person

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NVQs
Health Care –
Physiological Measurement
Level 3

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The following units are common to, and form part of, all the NVQs in this booklet:

Contribute to health and safety, preventative care and first aid

Contribute to the prevention of hazards in the workplace

Respond to emergencies

Use safe lifting techniques

Contribute to administration in the workplace and maintenance of professional standards

Contribute to the administration of appointments and patient records systems

Comply with security arrangements

Maintain professional standards

Audiology NVQ Level 3

Includes the 2 units common to all Health Care – Physiological Measurement NVQs at Level 3 (listed at the beginning of this booklet) and:

Collect data concerning the patient

Evaluate individual patient requirements for audiological assessment

Conduct preliminary examinations of the patient's ears and hearing function to establish the programme of tests required

Determine the presence, nature and extent of the patient's hearing loss

Establish pure tone thresholds and type of hearing loss

Establish the dynamic range of hearing

Establish the dynamic function of the middle ear

Establish the acoustic reflex thresholds

Contribute to the calibration, maintenance and quality control of audiological measurement equipment

Evaluate, record and report test results

Plan and carry out treatment for patient's hearing impairment

Establish with patient a rehabilitation care plan to maximise hearing efficiency

Obtain an aural impression

Fit and modify the ear mould and select and adjust hearing system to maximise patient's hearing capability

Instruct patient on the use of the hearing system

Counsel patient with respect to hearing loss

Plan the long-term management of the patient

Review progress and provide advice on long-term rehabilitation prospects

Arrange for maintenance provision of the hearing system

Advise patient on the long-term management of hearing loss

Neurophysiology NVQ Level 3

Includes the 2 units common to all Health Care – Physiological Measurement NVQs at Level 3 (listed at the beginning of this booklet) and:

Record and report on conventional electroencephalograms (EEGs) of conscious and sleeping patients with simple polygraphy and routine activation

- Set up and calibrate EEG recording system
- Prepare for EEG recording
- Prepare patient for recording
- Obtain interpretable recordings with appropriate polygraphy
- Use activation procedures as part of EEG recording
- Complete an EEG investigation

Obtain evoked potentials

- Set up, calibrate and prepare apparatus and stimulators
- Prepare for recording of evoked potentials
- Prepare patient for recording
- Obtain visual and auditory evoked potentials
- Complete the investigation

Provide care for the patient and technical support to clinician during electromyography (EMG) and investigation of the peripheral nervous system

- Prepare apparatus for investigation
- Prepare patient for investigation
- Assist clinician during electromyography and investigation of the peripheral nervous system

Contribute to safe clinical practice

- Contribute to health and safety in the Neurophysiology Department
- Contribute to the welfare of patients and escorts
- Contribute to equipment maintenance

Respiratory NVQ Level 3

Includes the 2 units common to all Health Care – Physiological Measurement NVQs at Level 3 (listed at the beginning of this booklet) and:

Contribute to the clinical practice of a respiratory physiology laboratory

Contribute to patient welfare and carry out pre-test procedures

Comply with general laboratory procedures

Contribute to the calibration, maintenance and quality control of respiratory function equipment

Conduct and evaluate measurements of respiratory function

Measure forced expiratory volume in one second

(FEV₁), forced vital capacity (FVC) and vital capacity (VC)

Measure peak expiratory flow (PEF)

Measure maximal flow volume curves (MFVC)

Measure the response in airway function to inhaled bronchodilators

Measure total lung capacity (TLC) and its subdivisions

Measure single breath carbon monoxide transfer factor

Complete and evaluate test measurements

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