

DOCUMENT RESUME

ED 389 839

CE 069 936

TITLE Child Care & Education, Level 2 and Level 3. 2nd Edition. National Vocational Qualifications.

INSTITUTION Business and Technology Education Council, London (England).

PUB DATE Jun 95

NOTE 20p.; This document consists of two separate NVQs grouped together because of closely related subject matter. For other such NVQ "packages," see CE 069 934-942.

AVAILABLE FROM SPS (BTEC Order Dept.) Airfield Industrial Estate, Warboys, Huntingdon, Cambridgeshire, PE17 2TB, England, United Kingdom (order codes: Z-116-4, Z-117-4).

PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC01 Plus Postage.

DESCRIPTORS \*Certification; \*Child Caregivers; \*Child Care Occupations; Child Development; Competence; Competency Based Education; \*Credentials; \*Day Care; Day Care Centers; Educational Certificates; Employment Qualifications; Family Day Care; Foreign Countries; \*Job Skills; Occupational Home Economics; On the Job Training; Postsecondary Education; Preschool Children; Preschool Education; Standards

IDENTIFIERS \*National Vocational Qualifications (England)

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 child care and education, levels 2 and 3. Skills covered include the following: working with babies, working in a community-run preschool group, work in other preschool groups, work in support of others, family day care, group care and education, and preschool provision.. (KC)

\*\*\*\*\*  
 \* Reproductions supplied by EDRS are the best that can be made \*  
 \* from the original document. \*  
 \*\*\*\*\*

ED 389 839

Child Care & Education, Level 2 and Level 3  
2nd Edition  
National Vocational Qualifications

Business and Technology Education Council  
London, England

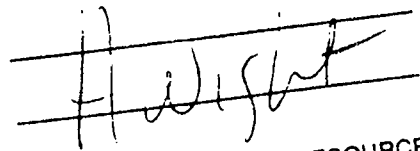
U.S. DEPARTMENT OF EDUCATION  
Office of Educational Research and Improvement  
EDUCATIONAL RESOURCES INFORMATION  
CENTER (ERIC)

This document has been reproduced as  
received from the person or organization  
originating it.

Minor changes have been made to improve  
reproduction quality.

• Points of view or opinions stated in this docu-  
ment do not necessarily represent official  
OERI position or policy.

"PERMISSION TO REPRODUCE THIS  
MATERIAL HAS BEEN GRANTED BY



TO THE EDUCATIONAL RESOURCES  
INFORMATION CENTER (ERIC)."

CE 069936

**BTEC**

---

# NVQs

– better  
qualifications  
for better  
jobs

NATIONAL VOCATIONAL QUALIFICATIONS

.....

**Child Care  
& Education**

.....

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  
Child Care & Education  
Level 2

	<b>Page</b>
Units common to all NVQs in this booklet	4
Work with Babies NVQ Level 2	6
Work in a Community-Run Pre-School Group NVQ Level 2	6
Work in a Pre-School Group NVQ Level 2	7
Work in Support of Others NVQ Level 2	7

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

### **Care for children's physical needs**

- Provide food and drinks for children
- Contribute to children's personal hygiene
- Respond to illness in a child
- Provide opportunities for children to rest or sleep
- Provide opportunities for children's exercise

### **Support children's social and emotional development**

- Help children to relate to others
- Help children to develop self-reliance and self-esteem
- Help children to recognise and deal with their feelings
- Prepare children for moving on to new settings
- Help children to adjust to the care/education setting

### **Contribute to the management of children's behaviour**

- Contribute to a framework for children's behaviour
- Promote positive aspects of children's behaviour
- Manage unwanted aspects of children's behaviour

### **Set out and clear away play activities**

- Set out natural and other materials for creative play
- Set up physical play activities with large equipment
- Provide opportunities and materials to stimulate role play
- Set out equipment for manipulative play
- Set out a selection of books to interest children
- Clear away activities and store equipment

**Work with young children**

Participate with children in a singing/music session

Tell/read a story to children

Set out objects of interest and examine them with children

Assist children with a cooking activity

Play a game with children

Participate in a talking and listening activity with children

Support children's involvement in activities

**Maintain a child oriented environment**

Maintain the physical environment for young children

Maintain an attractive and stimulating environment for young children

Maintain a reassuring environment for children

**Maintain the safety of children**

Maintain a safe environment for children

Maintain supervision of children

Carry out emergency procedures

Cope with accidents or injuries to children

Help keep children safe from abuse

Ensure children's safety on outings

**Establish and maintain relationships with parents of young children**

Develop relationships with parents of young children

Implement settling-in arrangements with parents

Exchange information with parents about their children

Share the care and management of children with their parents

## Work with Babies NVQ Level 2

Includes the 8 units common to all  
Child Care & Education NVQs at Level 2  
(listed at the beginning of this booklet) and:

### **Feed babies**

Sterilise feeding equipment

Make up formula feeds for babies

Bottle feed a baby

Spoon feed a baby

### **Care for babies**

Give a baby a bath

Change nappies and dress a baby

Stimulate babies to encourage their development

Clean and maintain clothing and nursery equipment

## Work in a Community-Run Pre-School Group NVQ Level 2

Includes the 8 units common to all  
Child Care & Education NVQs at Level 2  
(listed at the beginning of this booklet) and:

### **Work with parents in a group for young children**

Explain operation of group to parents

Help parents to participate in the functions of the group

Encourage parents to participate in activities with children

### **Work with/to a management committee**

Report to a management committee

Prepare plans for the management committee

Carry out instructions/policy of the management committee



## Work in a Pre-School Group NVQ Level 2

Includes the 8 units common to all  
Child Care & Education NVQs at Level 2  
(listed at the beginning of this booklet) and:

### **Work with parents in a group for young children**

Explain operation of group to parents

Help parents to participate in the functions of the group

Encourage parents to participate in activities with children

### **Carry out the administration of the provision for a care/education setting**

Receive and disburse monies

Implement admissions procedures

Maintain records of information

Operate budgets

Operate systems for the supply of materials and equipment

## Work in Support of Others NVQ Level 2

Includes the 8 units common to all  
Child Care & Education NVQs at Level 2  
(listed at the beginning of this booklet) and:

### **Give administrative and technical support on request**

Set up technical equipment for use

Prepare copies of papers

Prepare sets of materials

Monitor stock levels

### **Work under the direction of others**

Carry out work allocated

Give feedback on work carried out

Relate to colleagues in the work setting

## **BTEC** – builds better qualifications for work

---

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:**

LGMB  
Arndale House  
Arndale Centre  
Luton  
Beds. LU1 2TS  
Tel: 01582 451166

2nd Edition  
June 1995

Order code: Z 116-4

Further copies of this leaflet are available free from  
SPS (BTEC Orders Dept), Arndale Industrial Estate, Warboys  
Huntingdon, Cambs PE17 2TB  
Fax: 01437 822170

**BTEC**

**Business & Technology Education Council**  
A REGISTERED CHARITY  
CENTRAL HOUSE, UPPER WOBURN PLACE, LONDON WC1H 0HH  
TEL 0171 413 8400

**BTEC**

# NVQs

– better  
qualifications  
for better  
jobs

NATIONAL VOCATIONAL QUALIFICATIONS

.....

## Child Care & Education

.....

LEVEL

**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 learn the appropriate level. On the other hand, some candidates – 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  
Child Care & Education  
Level 3

	<b>Page</b>
Units common to all NVQs in this booklet	5
Family Day Care NVQ Level 3	8
Group Care & Education NVQ Level 3	9
Pre-School Provision NVQ Level 3	10



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

**Care for children's physical needs**

Provide food and drinks for children

Contribute to children's personal hygiene

Respond to illness in a child

Provide opportunities for children to rest or sleep

Provide opportunities for children's exercise

**Promote the physical development of young children**

Help children to develop confidence in movement

Help children to develop skills of locomotion and balance

Help children to develop gross manipulative skills

Help children to develop fine manipulative skills

**Promote children's social and emotional development**

Help children to relate to others

Help children to develop self-reliance and self-esteem

Help children to recognise and deal with their feelings

Prepare children for moving on to new settings

Help children to adjust to the care/education setting

Help children develop a positive self-image and identity

**Provide for the management of children's behaviour**

Contribute to a framework for children's behaviour

Promote positive aspects of children's behaviour

Manage unwanted aspects of children's behaviour

Respond to persistent problem behaviour

**Promote children's sensory and intellectual development**

Help children to develop their attention span and memory

Help children to develop awareness and understanding of sensory experiences

Help children understand basic concepts

Help children to express their imagination and creativity

**Promote the development of children's language and communication skills**

Identify the language and communication abilities of an individual child

Facilitate communication with a child

Extend and reinforce children's communication skills

Promote children's communication skills in a group

Help children to represent their experience

Share books, stories and rhymes with children

**Contribute to the protection of children from abuse**

Identify signs and symptoms of possible abuse

Respond to child's disclosure of abuse or neglect

Provide information to other professionals about child abuse

Care for a child who may have been abused

Help children to protect themselves from abuse

**Observe and assess the development and behaviour of children**

Carry out observations of a child's behaviour

Observe a child's performance on specified tasks and activities

Utilise the results of observations

**Maintain a child oriented environment**

Maintain the physical environment for young children

Maintain an attractive and stimulating environment for young children

Maintain a reassuring environment for children

**Maintain the safety of children**

Maintain a safe environment for children

Maintain supervision of children

Carry out emergency procedures

Cope with accidents or injuries to children

Help keep children safe from abuse

Ensure children's safety on outings

**Establish and maintain relationships with parents of young children**

Develop relationships with parents of young children

Implement settling-in arrangements with parents

Exchange information with parents about their children

Share the care and management of children with their parents



## Family Day Care NVO Level 3

Includes the 11 units common to all Child Care & Education NVOs at Level 3 (listed at the beginning of this booklet) and:

### **Care for and promote the development of babies**

- Fulfil the nutritional needs of babies
- Manage the physical care of babies
- Promote the physical growth and development of babies
- Provide stimulation to foster the development of babies
- Promote the language development of babies

### **Establish and maintain arrangements with parents for the provision of the child care service**

- Identify a family's requirement for the child care service
- Negotiate arrangements for the provision of child care
- Establish and maintain written agreements with parents
- Establish and maintain exchange of information with parents about the care of their children

### **Carry out the administration of the provision for a care/education setting**

- Receive and disburse monies
- Implement admissions procedures
- Maintain records of information
- Operate budgets
- Operate systems for the supply of materials and equipment

### **Plan, implement and evaluate routines for young children**

- Plan routines for young children
- Implement routines planned for young children
- Evaluate routines planned for young children

## Group Care & Education NVQ Level 3

Includes the 11 units common to all Child Care & Education NVQs at Level 3 (listed at the beginning of this booklet) and:

### **Care for and promote the development of babies**

Fulfil the nutritional needs of babies

Manage the physical care of babies

Promote the physical growth and development of babies

Provide stimulation to foster the development of babies

Promote the language development of babies

### **Work with colleagues in a team**

Contribute to the work of the team

Contribute to team meetings

Contribute to the development of good practice of the team

Contribute to support for colleagues

Respond to conflict in the team

### **Plan, implement and evaluate activities and experiences to promote children's learning and development**

Plan activities and experiences to facilitate children's learning and development

Implement activities and experiences planned for children

Evaluate activities and experiences planned for children

### **Plan, implement and evaluate routines for young children**

Plan routines for young children

Implement routines planned for young children

Evaluate routines planned for young children

## Pre-School Provision NVQ Level 3

Includes the 11 units common to all Child Care & Education NVQs at Level 3 (listed at the beginning of this booklet) and:

### **Involve parents in play and other learning activities with young children**

Share information with parents about adults' involvement in children's activities

Encourage parents to become involved in children's activities

Provide feedback to parents about their involvement in children's activities

### **Involve parents in a group for young children**

Inform parents about the group

Encourage parents to attend the group

Establish and maintain relationships with parents in the group

Encourage parents to participate in the group

### **Work with colleagues in a team**

Contribute to the work of the team

Contribute to team meetings

Contribute to the development of good practice of the team

Contribute to support for colleagues

Respond to conflict in the team

### **Plan, implement and evaluate activities and experiences to promote children's learning and development**

Plan activities and experiences to facilitate children's learning and development

Implement activities and experiences planned for children

Evaluate activities and experiences planned for children

# **BTEC** – builds better qualifications for work

.....

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:**

LGMB  
Armdale House  
Armdale Centre  
Luton  
Beds LU1 2TS,  
Tel: 01582 451166

2nd Edition  
June 1995  
Order code Z-117-4  
Further copies of this leaflet are available free from:  
SPS (BTEC Orders Dept), Airfield Industrial Estate, Warboys,  
Huntingdon, Cambs, PE17 2TB  
Fax: 01487 822170

**BTEC**

**Business & Technology Education Council**  
A REGISTERED CHARITY  
CENTRAL HOUSE, UPPER WOBURN PLACE, LONDON WC1H 0HH  
TEL 0171 413 8400