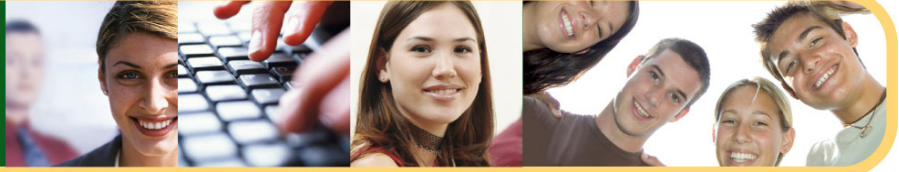


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## Children's Care, Learning and Development - Level 4

*To achieve the SVQ level 4, candidates must complete 4 mandatory units, and 5 optional units. The Scottish Social Services (Council) recommend Managers/Lead Practitioners hold the following 4 Optional units from Level 4 highlighted in red.*

### SCOTTISH VOCATIONAL QUALIFICATIONS

#### Who needs an SVQ?

Anyone in the workplace. SVQs are work based qualifications for anyone who undertakes a job role. They are open to anyone and there are no entry requirements necessary.

#### What is the purpose of an SVQ?

SVQs give recognition of the skills and competencies of anyone in the workplace. Different levels provide the individual with a learning opportunity to demonstrate their knowledge and skill whilst developing themselves on the career ladder. SVQ units encompass a wide range of related work topics.

#### What are the benefits of an SVQ?

##### An employee will benefit by

- Having more understanding of their responsibilities
- An opportunity to develop new skills
- Accreditation of current skills

##### An employer will benefit by

- More developed staff giving better performance
- More staff motivation
- Better service to clients

### Mandatory Units

- Establish and develop working relationships
- Support policies, procedures and practice to safeguard children and ensure their inclusion and well-being
- Support programmes for the promotion of children's development
- Reflect on, review and develop own practice

### Optional Units

- Co-ordinate provision for babies and children under 3 years in partnership with their families
- Develop and support children's early learning in partnership with teachers
- Support and evaluate the curriculum for children's early learning
- Evaluate, assess and support the physical, intellectual, emotional, and social development of children
- Evaluate, assess and support children's communication
- Evaluate, assess, and support children's creativity
- Evaluate, assess and support children's mathematical learning, exploration and problem solving
- Evaluate and co-ordinate the environment for children and families
- **Develop and implement operational plans for your area of responsibility**
- Co-ordinate and support provision for disabled children and those with special educational needs
- Co-ordinate special educational needs for early education within a local area
- **Assess quality assurance schemes against agreed criteria**
- Establish and sustain relationships with providers of services to children and families
- **Co-ordinate and support the revision of policies, procedures and practice for registration and inspection**
- Contribute to the enhancement of early education for children
- Research and develop an area of practice
- Provide information about children and families' services
- Co-ordinate work with families
- Manage multi-agency working arrangements
- Obtain additional finance for the organisation
- **Provide leadership in your area of responsibility**
- Encourage innovation in your area of responsibility
- Allocate and monitor the progress and quality of work in your area of responsibility
- Ensure health and safety requirements are met in your area of responsibility
- Provide learning opportunities for colleagues
- Manage finance for your area of responsibility
- Contribute to the leadership and management of integrated childcare provision
- Safeguard children from harm
- Recruit, select and keep colleagues