

# **D A C Childcare Training**

**BTEC Intermediate Award in Caring for  
Children**

**BTEC Intermediate Certificate in Caring for  
Children**

**BTEC Intermediate Diploma in Caring for  
Children**

**Information for Learners**

## **About DAC Childcare**

DAC Childcare is part of DAC Security Training Ltd, which has been an accredited BTEC centre since 2004.

The courses in this programme have been written by Margaret Cronin and approved by BTEC as meeting the needs of those who would seek a career in caring for children. DAC is the only centre that is authorised to deliver these courses.

Prior to attending college Margaret worked as a volunteer with the Pre-Schools Playgroups Association (PPA). It was during the time spent with PPA that Margaret's interest in early learning was fuelled, and she began studying for her teaching qualification. Margaret has taught in many English and Welsh primary schools across North Wales and the North West; she has carried out post-graduate research into how children learn, and the factors that affect this learning.

In 1997 Margaret moved from primary teaching into the realm of Further Education where she teaches on many childcare courses. These include BTEC and CACHE awards from entry level 1 to Foundation Degree level 4.

The same year Margaret qualified as a Registered Nursery Inspector, and she has carried out inspections in many pre-school settings, including Day Nursery, Independent school and English and Welsh playgroups.

Margaret is also an External Verifier for Edexcel, and verifies assessment decisions made on BTEC courses, at level 1 to level 3.

## **Quality Statement**

The Directors of DAC Security Training Limited believe that the development and growth of the company is dependant upon the retention of customers who receive excellent service and are wholly satisfied with their relationship with the company.

To achieve this DAC Security Training will:

- endeavour to meet the requirements of their customers on time and every time in relation to every product, service, process, task, action, and decision that is made by the company;
- ensure that quality is a golden thread in everything that the company does;
- pay attention to quality across all functions of the company. The importance of this is recognised by Directors, employees and associates and everyone has responsibility for ensuring the application of this policy;
- design products and services that reflect customer needs;
- prevent the supply of products and services that dissatisfy customers;
- find less expensive solutions to meet customer needs;
- make operations more efficient and effective;
- discover what will delight customers and provide it, and
- most importantly, honour commitments to the customer.

## **DAC Childcare Terms and Conditions**

- This programme is available for study only through DAC Childcare
- Learners will be registered and able to access materials for their chosen programme when payment has been received
- Completed assignment must be accompanied by a declaration that it has been completed by the registered learner (authenticity statement)
- Learners should include references in their work, and provide a bibliography of sources of information they have used
- Plagiarism occurs when someone takes ideas and/or passages from printed material and pretends it is their own; learners who commit plagiarism will have their registration cancelled
- Learners will be responsible for the safe delivery of their work; when a paper copy is sent learners must retain a receipt of posting
- DAC will return paper copies of work to learners by secure courier service
- Learners who send their work via e-mail must ensure they save a copy
- DAC will strive to assess and return work, with feedback, within 2 weeks of its submission
- Learners will usually be able to complete their programme within 6 months; learners must inform DAC if there are exceptional circumstances and this is not possible
- Learners may contact DAC by telephone between 9 am and 9 pm Monday to Friday; e-mail may be sent at any time
- If there is no activity from a learner for 3 months a reminder e-mail will be sent
- After 6 months of inactivity the learner's registration will be cancelled; DAC will claim from BTEC any units the learner has achieved
- No refund will be made to learners whose registration is cancelled
- When learners achieve all units required for their qualification DAC will claim certification from BTEC on their behalf; it will be sent to the learner by secure courier

## **About BTEC**

BTEC is part of the Edexcel group. Edexcel works closely with 25,000 schools, colleges of further education, universities and more than 700 employers and training providers, to deliver qualifications to more than 2 million learners in 112 countries.

Edexcel is the one of the UK's largest providers of qualifications; each year more than 500,000 people choose to study with BTEC.

Edexcel qualifications include GCSE, AS and A level, GNVQ, NVQ and BTEC vocational qualifications from entry level to BTEC Higher National Diplomas and Foundation Degrees.

## **Accreditation of Prior Learning**

Accreditation of prior learning (APL) is a process that recognises the value of achievements already gained by a learner. APL might be used to meet the requirements of part of a unit or, exceptionally, a whole unit.

Within these qualifications the learners who are most likely to be able to *evidence* APL are those who have been working within a childcare setting (paid or unpaid) and have already demonstrated competence in an area, or areas, that are included in the assessment criteria (AC) for this course.

If a learner wishes to have their experiences considered for APL they must make an application to the centre manager, stating which AC they believe they have already achieved. They will need also to gather evidence to support this application; this might include written statements from supervisors and employers. The evidence presented must be proven to be authentic (belong to the learner); it must be current and relevant; finally it must be sufficient to meet the whole AC; a learner may not claim *part of* an AC with APL.

## Pre-Course Requirements

Learners who register on this programme will normally be at least 16 years of age, and have achieved a 'D' grade or above in GCSE English Language. For people whose first language is Welsh they will normally have achieved a 'D' grade in TGAU Cymraeg.

It might be possible for those who do not meet these criteria to undertake the programme and each case will be considered on merit. Examples of people who might qualify are mature persons who have practical experience of caring for children, maybe as a parent/carer, or a supervisor or volunteer in a playgroup or school.

If you are not working or volunteering in a nursery, before you begin your studies it is a good idea to contact a nursery that you can easily get to, and arrange for an initial visit. Within the course you will have a wide choice of units from which you can choose; some of these require you to spend time working with children. If you choose these units you must ensure that you have access to a nursery and that you have completed a CRB check.

## The Courses

This course comprises three qualifications; all are intermediate level and designed to be undertaken by learners who are working in a childcare setting, or who wish to prepare themselves for a career in childcare.

BTEC Intermediate Award in Caring for Children requires **60 hours of study** to complete. The units that comprise this qualification are Unit 1, Unit 2, Unit 3, Unit 4, Unit 5 and Unit 6. These are described as **core units**. Each of these units is 10 hours in length; this includes the anticipated time required to complete the assessment.

The remainder of the units in the qualifications are either 10 hours or 20 hours in length, with one unit (Unit 22) comprising 30 hours.

BTEC Intermediate Certificate in Caring for Children demands **120 hours** of study; learners will complete the core units first and then choose any other units (60 hours more) to make the total.

To achieve the BTEC Intermediate Diploma in Caring for Children learners will need to complete **220 hours** of study; this will be the core units plus any of the remainder (160 hours more) to make the total.

### **Unit Format**

Each BTEC unit in the programme has a standard format. This is explained in the example below, in the order that they appear in the unit.

### **Title**

Each unit title is accredited by BTEC and will appear on your certificate, when that unit has been successfully completed.

### **Level**

All the units in this programme are at level 2. This level is equivalent to studying GCSE, a BTEC First Certificate or Diploma, CACHE level 2 Certificate and NVQ level 2.

### **Learning Hours**

Each unit in this programme contains a figure of guided hours needed to complete the unit. The majority of units are 10 hours long, seven of the units are 20 hours long and one is 30 hours long. This figure is an assessment of the time needed to study the issues covered in the *content* page of the unit and to complete the *assignment*.

### **Unit Description**

This appears on the first page of each unit, and gives the learner an indication of what is involved in the unit; it also suggests where learners would benefit from having access to a workplace to complete the unit.

### **Learning Outcomes**

Learning Outcomes state exactly what the learner needs to 'understand, know or be able to do' as a result of completing the unit. The focus of each outcome is **in bold letters** and describes what is required in that section of the unit. All units have either three or four learning outcomes.

### **Content**

The unit content sets out each emboldened phrase as headings, with key phrases *in italics* underneath. These key phrases are followed by a range of related topics that need to be investigated. It is important that the learner is familiar with the content of the entire unit before attempting the assessment for that unit.

### **Assessment Criteria**

For each learning outcome there will be **at least one** assessment criterion. Each criterion states exactly what the learner needs to evidence. The table that is explained on the next page contains the assessment criteria for Unit 1 in this qualification.

The assessment criteria (A C) are identified as shown in this example:

<b>Learning Outcome (L O)</b>	<b>Assessment Criteria (A C)</b>
1 be able to identify the sequence of development of a child 0-5 years	<b>1.1</b> explain what is meant by growth <b>1.2</b> list the milestones associated with a child's development from 0-5 years
2 understand the effect of environmental factors on a child's development	<b>2.1</b> explain how environmental factors can have a positive effect on a child's development <b>2.2</b> explain how environmental factors can have a negative effect on a child's development
3 know that child development relates to specific areas of development	<b>3.1</b> identify the areas of child development <b>3.2</b> give examples of what is included in each area

These are the learning outcomes (LO) and assessment criteria (AC) for *Unit 1: Understanding Child Development*. You will see that there are 3 LO, each of which contains 2 AC. These are identified by the number of the LO, followed by .1 and .2.

Each AC begins with a *command* verb; an explanation of these is given in the assessment section of this handbook.

### **Delivery**

All the units in this programme will be delivered by distance learning. The materials are available to download from the DAC website. This section will indicate whether the learner needs access to the workplace in order to meet the criteria.

### **Assessment**

Each unit in the programme will be assessed by means of one assignment; this is available to download from the DAC webpage. The assignment sets out what the learner needs to do to achieve a pass in the unit. The first page of the assignment contains the number, title, LO and AC relating to the LO.

On the next page of the assignment is a scenario that 'sets the scene.' The learner is required to complete one or more task; each part of the task identifies the AC it relates to. Every part of the task(s) must be attempted. Every AC must be met for the LO to be addressed; every LO must be satisfied to achieve a pass in the unit.

## **Links**

This section indicates which other units in the programme have some content that relates to part of this one – for example the units that are concerned with observations (unit 7 and unit 17) link with the entire programme, because it is by observing children we will realise what they are capable of doing and whether there might be some cause for concern.

By becoming familiar with these links the learner will find that some of the basic reading they did for the other units is also relevant and useful for subsequent units. Learners who are able to adopt this holistic approach to their studies are usually successful.

## **Suggested Reading**

The last section of each unit lists a range of books, magazines, web pages and other publications that would provide useful information to assist the learner in their studies. The learner will not be expected to acquire every book that is listed; it is often a good idea to scan magazines or books to see if they are written in an easy to follow format and then select a small number that will be an aid to learning.

Learners who have access to a library might wish to make a request to have some of the books reserved for them; those who are working in nurseries could find that the setting subscribes to one or more of the magazines that are listed. The internet is also a source of information BUT learners should be aware that some organisations do not regularly update their web pages and the information they collect might be out of date.

## **Submitting Work**

When a learner has attempted all the task(s) in an assignment they must complete the sheet on which they declare that it is all their own work (authenticity statement), and that they have identified the materials they have used in the work. Each unit's materials include an assignment template; the learner must ensure they have included their name, ID reference, date of submission, unit number and title. The work should be organised so that it is clear which part of the assignment is being attempted (eg TASK 1, TASK 2 etc).

The declaration sheet and the assignment are then forwarded to DAC, for assessing. This may be done electronically, or the work may be posted. If the learner chooses to post a paper copy they must retain a receipt of posting.

The work will be assessed by an experienced tutor and feedback will be given to the learner, identifying which criteria have been met. DAC will strive to return work to learners no more than two weeks after it has been submitted. If work is submitted by post this will result in some delay.

If all criteria have been met the unit will be achieved; if any criteria have not been met at the first attempt the learner will be advised what needs to be done to achieve the unit; it is recommended that any remedial work is carried out as soon as possible, while the content of the unit is still fresh in their mind.

## **Appeals Procedure**

Any learner may appeal against an assessment decision at any time during their study. This appeal may be made informally (verbally) or formally in writing, and should be addressed to the centre manager; this will trigger the centre's appeal procedure.

The centre manager will arrange for the work in question to be internally verified, if it has not previously been subject to this process. In the event that the appeal concerns a decision against a piece of work that has been internally verified the manager will arrange for the work to be re-assessed, by a second assessor.

Following either of these actions the learner will be informed of the outcome. If the learner remains dissatisfied with the outcome of the internal appeals process they may then appeal to BTEC.

The centre will present the grounds for appeal to BTEC and, if it feels these grounds are valid, BTEC will hear the appeal. BTEC's decision is final. There will be a fee to appeal to BTEC; if it finds in favour of the learner the fee will be reimbursed.