

nqual.

Level 4

Award for Designated
Safeguarding Lead

(610/3198/7)



Specification Pack

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ABOUT NQUAL

NQual provides high-quality vocational and occupational qualifications designed to meet the needs of learners and employers.

At NQual we are committed to certifying current and relevant qualifications that meet the demands of today's ever-changing industries. Our dedication to staying at the forefront of knowledge ensures that our qualifications reflect the latest trends in your field of interest.

QUALIFICATION SPECIFICATION

Qualification Specifications are used to inform and guide centres to deliver the qualification set out within this document. Information within this specification includes a qualification overview, unit breakdowns, assessment guidance and learning outcomes.

Alongside the specification, you will also find a qualification 'Fact Sheet'. These are used as handy tools to provide an overview of the qualifications.

QUALIFICATION INFORMATION

The NQual Level 4 Award for Designated Safeguarding Lead is regulated by Ofqual.

- Qualification Number: (610/3198/7)

Overview

The NQual Level 4 Award for Designated Safeguarding Lead is designed to increase knowledge and awareness of safeguarding. The qualification will explore how to fulfil the role of a Designated Safeguarding Lead and is appropriate for a variety of sectors and workplaces.

This qualification will provide current or new Designated Safeguarding Leads with refreshed or increased knowledge around how to lead safeguarding concerns and take emergency action.

Safeguarding training should be completed every 2 years in order to provide professionals with the knowledge and skills required to carry out their specific duties.

Entry Requirements

- Minimum age: 18

There are no further entry requirements for this qualification.

Unit Guidance

Learners must achieve all mandatory units. The total credit value for this qualification is 5.

Mandatory Units

Unit Reference	Title	Level	GLH	Credit Value
R/650/8286	The Role and Responsibilities of a Designated Safeguarding Lead	4	16	2
T/650/8287	Legislations and Guidance For Safeguarding	4	16	2
Y/650/8288	Lead Safeguarding Concerns and Take Emergency Action	4	8	1

Guided Learning Hours

These hours are made up of contact time, guidance or supervision from course tutors, trainers, or training providers. The Guided Learning Hours for this qualification is 40.

Total Qualification Time

This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of understanding required for the award of this qualification. This includes the Guided Learning Hours and time spent completing independent study.

The Total Qualification Time for this qualification is 50.

Delivery Options

NQual allows qualifications to be delivered both online and face-to-face. Please check the additional requirements with your Centre EQA if delivering qualifications online.

Grading and Assessment

Assessment is used to measure a learner's skill or knowledge against the standards set in this qualification. This qualification is internally assessed and externally quality assured.

The assessment consists of:

- an internally assessed Portfolio of Evidence and externally quality assured by NQual.

A Portfolio of Evidence can contain:

- Observation Records
- Professional Discussion and/or Q&A records
- Written answers
- Coaching agreements
- PowerPoint Presentations
- Feedback forms
- Reflective Accounts

- Story Boards

Please note this is not an exhaustive list.

Approved Centre

To deliver any NQual qualification, each centre must be approved by NQual and meet the qualification approval criteria. The recognition process requires centres to implement policies and procedures to protect learners when undergoing NQual qualifications.

Approved centres must seek approval for each qualification they wish to offer.

The approval process requires centres to demonstrate that they have the resources, including staff, and processes in place to deliver and assess the qualification.

Once approved to offer this qualification, centres must register learners before any assessment takes place. Centres must follow NQual's procedures for registering learners.

Support From NQual

NQual supports all new and existing approved centres. We respond to all communication within 48 hours and hold regular information webinars. If you would like to book our next webinar, please visit the 'News & Events' section on our website.

Initial Assessment

It is part of the enrolment process by the approved centre to complete an initial assessment. Approved centres must ensure everyone undertaking an NQual qualification complete some form of initial assessment. This will be used to inform the tutor/trainer of current knowledge and understanding.

Reasonable Adjustment

NQual is committed to providing fair and reasonable adjustments for learners to help reduce the effect of a disability or difficulty that places the learners at a disadvantage during an assessment. For more information on Reasonable Adjustments, please see our Reasonable Adjustments and Fair Access Policy.

Responsibilities

Assessor

It is important to note, that to assess qualification content, the assessor must be occupationally competent to assess skills-based competence and/or occupationally knowledgeable to assess knowledge-based content.

Assessors who deliver NQual qualifications must possess a qualification appropriate for the level they are delivering. Examples of these can include at least one of the following:

- D32 Assess Candidate Performance and D33 Assess Candidate Using Differing Sources of Evidence
- A1 Assess Candidate Performance Using a Range of Methods and A2 Assessing Candidates' Performance through Observation
- Level 3 Award in Assessing Competence in the Work Environment (for competence/skills learning outcomes only)
- Level 3 Award in Assessing Vocationally Related Achievement (for knowledge learning outcomes only)
- Level 3 Certificate in Assessing Vocational Achievement
- HEI Certificate in Education

- Qualified Teacher Status Certificate in Education in Post Compulsory Education (PCE)
- Post Graduate Certificate in Education
- Teaching Certificate in Teaching in the Lifelong Learning Sector (CTLLS)
- Diploma in Teaching in the Lifelong Learning Sector (DTLLS)
- L&D9DI - Assessing workplace competence using Direct and Indirect methods (Scotland)
- L&D9D - Assessing workplace competence using Direct methods (Scotland)
- Level 4 Certificate in Education and Training
- Level 5 Diploma in Education and Training
- Level 3 Learning and Skills Assessor Apprenticeship
- Level 5 Learning and Skills Teacher Apprenticeship

Examples of evidence for subject knowledge can include:

- Qualification at the same level or above, the qualification you are delivering
- Extensive experience at the same level or above, the qualification you are delivering

Internal Quality Assurer

Centre staff who complete Internal Quality Assurance for NQual qualification must possess or be working towards a relevant qualification. Examples of these can include at least one of the following:

- D34 Unit **Internally verify the assessment process**
- V1 Verifiers Award
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice or
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

Examples of evidence for subject knowledge must include at least one of the following:

- Qualification at the same level or above, the qualification you are quality assuring
- Extensive experience at the same level or above, the qualification you are quality assuring

MANDATORY UNITS

Unit Breakdown: Level 4 Award for Designated Safeguarding Lead

Learners must complete all mandatory units for this qualification.

Unit: The Role and Responsibilities of a Designated Safeguarding Lead

Unit Code: R/650/8286

RQF Level: 4

Learning Outcomes <i>To achieve this unit a learner must be able to:</i>	Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i>
1. Understand key skills and qualities needed for a Designated Safeguarding Officer	1.1 Summarise the key skills needed for a Designated Safeguarding Officer 1.2 Summarise the key qualities needed for a Designated Safeguarding Officer 1.3 Explain the importance of professional communication as a Designated Safeguarding Officer
2. Understand the role and responsibilities of a Designated Safeguarding Officer	2.1 Explain the role and responsibilities of a Designated Safeguarding Officer 2.2 Evaluate the impact of the role of the Designated Safeguarding Lead within an organisation 2.3 Explain the activities a Designated Safeguarding Lead can undertake to promote effective safeguarding within the organisation
3. Understand the processes for recording safeguarding concerns	3.1 Explain key points to document when recording safeguarding concerns 3.2 Evaluate the importance of maintaining safeguarding records

Unit: Safeguarding Legislation and Guidance

Unit Code: T/650/8287

RQF Level: 4

Learning Outcomes <i>To achieve this unit a learner must be able to:</i>	Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i>
1. Understand safeguarding legislation	1.1 Identify key safeguarding legislation and explain how these are used to protect vulnerable people 1.2 Summarise the key Features of safeguarding legislation found in: - Safeguarding Vulnerable Groups Act 2006 - Keeping Children Safe in Education 2023 - The Care Act 2014 1.3 Explain ways a Designated Safeguarding Lead can promote the awareness of Safeguarding Legislation
2. Understand the Mental Capacity Act 2005	2.1 Explain the meaning of 'capacity' 2.2 Provide examples of when someone may lack 'capacity' 2.3 Explain how to support an individual who lacks capacity 2.4 Outline the reasons why someone who lacks capacity may be more likely to experience abuse 2.5 Identify the role of an advocate and explain the importance of their role 2.6 Evaluate the legal and ethical considerations when restricting an individual's rights

Unit: Lead Safeguarding Concerns and Take Emergency Action

Unit Code: Y/650/8288

RQF Level: 4

Learning Outcomes <i>To achieve this unit a learner must be able to:</i>	Assessment Criteria <i>Assessment of these outcomes demonstrates a learner can:</i>
1. Understand safeguarding concerns	1.1 Explain the signs and symptoms of different types of abuse 1.2 Explain the signs and symptoms of neglect 1.3 Summarise factors that can increase vulnerability to abuse
2. Understand how to deal with and lead safeguarding concerns including emergency action	2.1 Identify the steps to take when dealing with a safeguarding disclosure 2.2 Explain the importance of communication when dealing with a disclosure 2.3 Explain the process of making a referral 2.4 Explain the impact of not making a referral 2.5 Explain the importance of multi-agency working when dealing with or leading safeguarding concerns 2.6 Identify instances when emergency action needs to be taken and the best possible course of action 2.7 Identify a range of local external agencies used for referral
3. Understand how to report and share information regarding safeguarding concerns	3.1 Explain confidentiality and identify appropriate information sharing techniques 3.2 Identify the meaning of 'non-bias' and 'non-judgemental' 3.3 Explain how to implement a non-bias and non-judgemental approach when leading safeguarding concerns



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