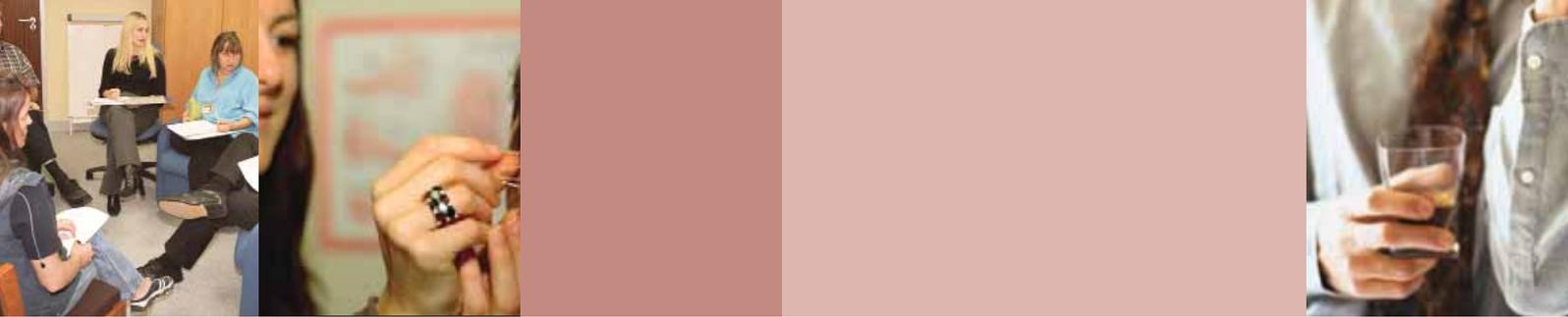




AN EMPLOYER'S GUIDE TO Awards and Certificates in Working with Substance Misuse



If you are an employer providing a specialist substance misuse service to adults or children and young people, or if part of your workforce has regular contact with substance misusers then you will want to know about these brand new qualifications.

They have been especially designed for those who work with substance misusers, either as:

- Continuous Professional Development for those who already hold a relevant professional qualification e.g. nursing, social work, teaching, police, probation.
- Continuous Professional Development for those who already hold a relevant Level 3 NVQ e.g. Health and Social Care, Working with Offending Behaviour.
- A specialist qualification for those working in the field but who cannot undertake a full Level 3 NVQ due to the nature of their work i.e. part time or voluntary workers.

As an employer within a statutory service such as probation, police, social services, NHS, education or youth service your workforce may have regular contact with substance misusers. You and your workers will want to increase their level of skills and competence around working with substance misusers.

You may provide a specialist substance misuse service for adults or children and young people and have a Service Level Agreements with the local Drug Action Teams (DATs), Community Safety Partnerships (CSPs) or Crime and Disorder Reduction Partnerships (CDRPs). If so, then demonstrating an investment in the training and skills of your workforce will enhance this.

These qualifications are approved by the Qualifications Regulators for use in England, Wales and Northern Ireland and are recognised by regulators and workforce development organisations as the benchmark for the sector. The development of these qualifications has also had the support of the Home Office, Department of Health, the National Treatment Agency (NTA) and the Substance Misuse Policy Development Team, Welsh Assembly Government.



Do the qualifications form part of a recognised framework?

The qualifications are derived from the agreed National Occupational Standards for the sector (including DANOS, Youth Justice, Health and Social Care and Community Justice) and have the full endorsement of Skills for Health and Skills for Justice and the support of Skills for Care and Development. Achievement of these qualifications will demonstrate competence in the NOS linked to the Units chosen.

As these qualifications are derived from the National Occupational Standards relevant to the drug and alcohol field, Units achieved within these qualifications are directly equivalent and can be used as direct transfers within the relevant NVQs in the Health and Social Care and Justice sectors.

The qualifications are part of the new Qualifications and Credit Framework (QCF) for England, Wales and Northern Ireland, which means that Units within the qualifications have been assigned a clear Level and Credit value and can be used to progress to further qualifications in the Justice, Health and Social Care sectors. As the qualifications are on the QCF they will also be on the Credit and Qualifications Framework for Wales (CQFW).

What qualifications are available?

Four qualifications are available in this suite.

Level 3 Award in Working with Substance Misuse.

Level 3 Certificate in Working with Substance Misuse.

Level 4 Award in Working with Substance Misuse.

Level 4 Certificate in Working with Substance Misuse.

The final qualification gained is based on the selection of Units relevant to the learner's work role. Each Unit has been assigned a Level and Credit value. Learners can select from a choice of 33 available Units.



The Award is gained through the achievement of a minimum of 10 Credits and the Certificate through the achievement of a minimum of 18 Credits.

Each credit equates to 10 hours of learning.

Some examples of the Level 3 Units available are:

(the NOS that these have been derived from are in italics)

- Recognise indications of substance misuse and refer individuals to specialists (4 Credits) *AA1*.
- Enable individuals who misuse substances to identify and use health and social care services and facilities (4 Credits) *AA3/HSC330*.
- Support individuals who are substance users (7 Credits) *AB2*.
- Identify and act upon immediate risk of danger to substance misusers (4 Credits) *AB5*.
- Provide services to those affected by someone else's substance use (4 Credits) *AB7*.

Some examples of the Level 4 Units are:

(the NOS that these have been derived from are in italics)

- Develop, implement and review care plans for individuals who misuse substances (6 Credits) *AG1*.
- Analyse agency processes to retain individuals in contact with substance misuse services (6 Credits) *AG4*.
- Assist children and young people to be supported by substance use services (7 Credits) *B802*.
- Contribute to the development of organisational policy and practice (6 Credits) *BA3*.
- Enable children and young people to address their substance use (6 Credits) *B804*.



Depending on the particular service in which the learner works, there may be some Units which are more appropriate than others for example:

(the NOS that these have been derived from are in italics)

- Administer medication to individuals, and monitor the effects (Level 3; 5 Credits) *AH2*.
- Enable individuals who misuse substances to change their offending behaviour (Level 4; 8 Credits) *D302*.

Units from Levels 3 and 4 can be used in the same qualification. However for the qualification to be given a Level 4 at least 60% of the total credits must be from Level 4 Units.

Are there any entry requirements and how is the qualification assessed?

The qualifications are suitable for a wide range of employees who work with substance misusers. They can be used by:

- Workers already holding a relevant Level 3 NVQ such as Health and Social Care/Working with Offending Behaviour.
- Workers with a professional qualification in a related field such as social work, nursing, youth work, teaching and probation.
- Workers who cannot access the full Level 3 qualification because of the particular nature of their working context or role. i.e. they are a part time or voluntary worker.

NB: If the worker does not already hold a professional qualification or relevant Level 3 NVQ and if it is possible for them to take a relevant Level 3 NVQ, the NVQ should be the first qualification taken before moving onto the Award or Certificate.



Because these qualifications are based on the demonstration of competence in working with people who are substance misusers the learner must be working directly within a service where they have contact with substance misusers. The assessment will take place whilst they are in their normal work role and context and their portfolio of evidence will contain examples of their real work with substance misusers. The achievement of the qualifications will relate directly to their competence in the workplace.

Are there any learning materials available?

All assessment centres and candidates are automatically supplied with the Qualifications Documents. These can also be accessed via the two Awarding Bodies with approval to offer the qualifications. These are:

City & Guilds www.cityandguilds.com and Edexcel www.edexcel.org.uk

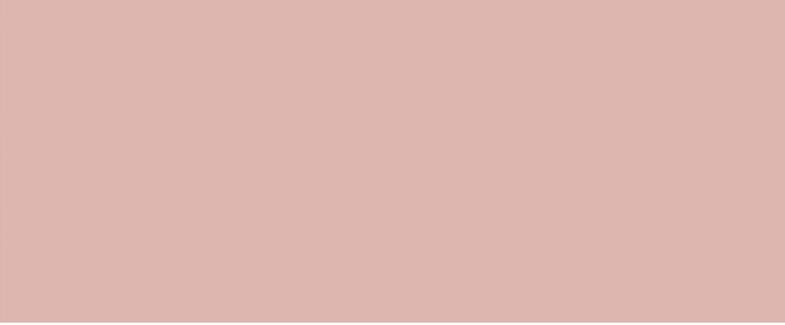
You can also obtain a range of information materials from QCA including:

Simplifying Qualifications: a guide for employers.

The Qualifications and Credit Framework: an introduction.

www.qca.org.uk

You can find out further information about DCELLS at <http://old.accac.org.uk/eng/content.php?cid=7>
And further information about the Credit and Qualifications Framework for Wales (CQFW) at <http://www.elwa.ac.uk/elwaweb/elwa.aspx?pageid=1612>



Are there any other qualifications that may be of interest?

You might also be interested in these qualifications:

NVQ in Health and Social Care.

NVQ Health.

NVQ in Working with Offending Behaviour.

KEY Points:

- Designed for people working with in the full range of substance misuse settings.
- Provide a framework for workforce development and career progression.
- Can be used as specialist qualifications for continuing professional development.
- Uses the same assessment methods and evidence as NVQs.
- Accredited by QCA, DCELLS and CCEA on the new Qualifications and Credit Framework (QCF).
- On the Credit and Qualifications Framework for Wales (CQFW).

For Further Information

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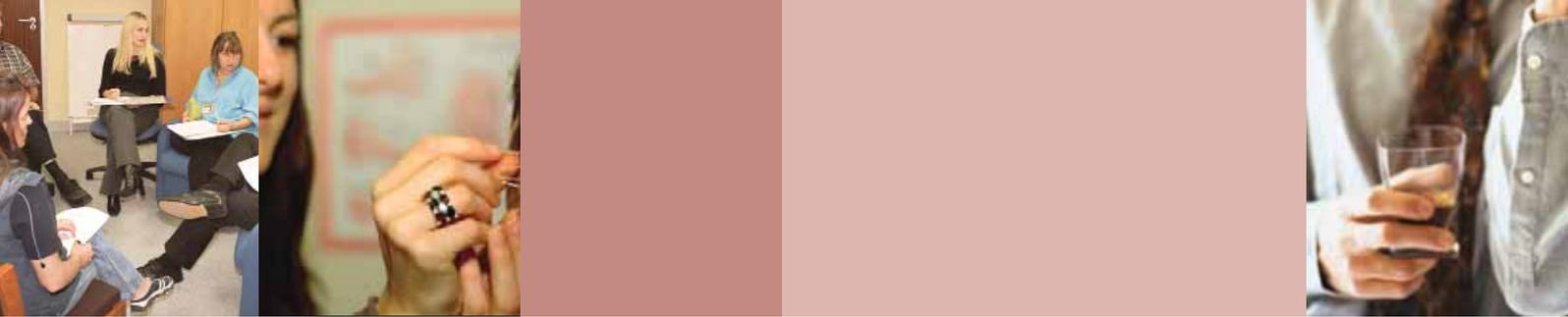
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Skills for Business is an employer-led network consisting of 25 Sector Skills Councils and the Sector Skills Development Agency. Through labour market intelligence, the identification of skills needs at all Levels and its influence on the UK's education and learning infrastructure, the network aims to increase productivity in business and public services.



CANLLAWIAU I GANOLFANNAU AM
Ddyfarniadau a Thystysgrifau mewn Gweithio gyda
Chamdddefnydd Sylweddau



Os ydych chi'n gyflogwr sy'n darparu gwasanaeth cam-drin sylweddau arbenigol i oedolion neu blant a phobl ifanc neu os oes gan eich gweithlu gyswllt rheolaidd â chamddefnyddwyr sylweddau yna byddwch eisiau gwybod am y cymwysterau newydd hyn.

Maent wedi'i llunio'n arbennig ar gyfer y rhai sy'n gweithio gyda chamddefnyddwyr sylweddau, un ai fel:

- Datblygiad Proffesiynol Parhaus i'r rhai sydd â chymhwyster proffesiynol perthnasol yn barod e.e. nyrso, gwaith cymdeithasol, dysgu, heddlu, gwasanaeth prawf.
- Datblygiad Proffesiynol Parhaus i'r rhai sydd â NVO lefel 3 perthnasol yn barod e.e. Iechyd a Gofal Cymdeithasol, Gweithio gydag Ymddygiad Troseddol.
- Cymhwyster arbenigol i'r rhai sy'n gweithio yn y maes ond nad ydynt yn gallu ymgymryd â NVO lefel 3 llawn oherwydd natur eu gwaith h.y. gweithwyr rhan amser neu wirfoddol.

Fel cyflogwr mewn gwasanaeth statudol fel y gwasanaeth prawf, yr heddlu, gwasanaethau cymdeithasol, y gwasanaeth iechyd, addysg neu wasanaeth ieuencid, gall eich gweithlu gael cyswllt rheolaidd â chamddefnyddwyr sylweddau. Byddwch chi a'ch gweithwyr eisiau cynyddu lefel eu sgiliau a chymhwysedd ym maes gweithio gyda chamddefnyddwyr sylweddau.

Efallai eich bod yn darparu gwasanaeth camddefnyddio sylweddau arbenigol i oedolion neu blant a phobl ifanc a bod gennych Gytundeb Lefel Gwasanaeth gyda'r Timau Gweithredu ar Gyffuriau lleol (TGG), Partneriaethau Diogelwch Cymunedol (PDC) neu Bartneriaethau Gostwng Troseddau ac Anhrefn (PGTA). Os felly, yna bydd dangos buddsoddiad yn hyfforddiant a sgiliau eich gweithlu yn gwella hyn.

Mae'r cymwysterau wedi cael eu cymeradwyo gan y Rheoleiddwyr Cymwysterau i'w defnyddio yng Nghymru, Lloegr a Gogledd Iwerddon ac maent yn cael eu cydnabod gan reoleiddwyr a sefydliadau datblygu gweithlu fel y meincnod ar gyfer y sector. Mae datblygiad y cymwysterau hyn wedi cael cefnogaeth y Swyddfa Gartref, yr Adran Iechyd, yr Asiantaeth Triniaeth Genedlaethol (NTA) a Thim Datblygu'r Polisi Camddefnyddio Sylweddau , Llywodraeth Cynulliad Cymru.



Ydy'r cymwysterau yn ffurfio rhan o fframwaith cydnabyddedig?

Mae'r cymwysterau yn deillio o'r Safonau Galwedigaethol Cenedlaethol (SGC) cytunedig i'r sector (yn cynnwys DANOS, Cyfiawnder Ieuencid, Iechyd a Gofal Cymdeithasol a Chyfiawnder Cymunedol) ac mae ganddynt gefnogaeth lawn Sgiliau Iechyd a Sgiliau Cyfiawnder a chefnogaeth Sgiliau Gofal a Datblygiad. Bydd llwyddo yn y cymwysterau hyn yn dangos cymhwysedd yn y SGC mewn perthynas â'r unedau a ddewisir.

Gan fod y cymwysterau hyn yn deillio o'r Safonau Galwedigaethol Cenedlaethol perthnasol i faes gwaith cyffuriau ac alcohol, mae'r Unedau a gyflawnir yn y cymwysterau hyn yn cyfateb yn uniongyrchol ac yn gallu cael eu defnyddio fel trosglwyddiadau uniongyrchol o fewn yr NVQau perthnasol yn y sectorau Iechyd a Gofal a Chyfiawnder.

Mae'r cymwysterau yn rhan o'r Fframwaith Cymwysterau a Chredydau (FfCC) newydd i Gymru, Lloegr a Gogledd Iwerddon, sydd yn golygu fod gwerth Lefel a Chredyd clir wedi cael ei neilltuo i Unedau o fewn y cymwysterau a gellir defnyddio'r rhain i symud ymlaen i gymwysterau yn y sectorau Cyfiawnder, Iechyd a Gofal Cymdeithasol. Gan fod y cymwysterau ar y Fframwaith byddant hefyd ar Fframwaith Credyd a Chymwysterau Cymru (FfCCC).

Pa gymwysterau sydd ar gael?

Mae pedwar cymhwyster ar gael yn y gyfres hon.

Dyfarniad Lefel 3 mewn Gweithio gyda Chamddefnydd Sylweddau.

Tystysgrif Lefel 3 mewn Gweithio gyda Chamddefnydd Sylweddau.

Dyfarniad Lefel 4 mewn Gweithio gyda Chamddefnydd Sylweddau.

Tystysgrif Lefel 4 mewn Gweithio gyda Chamddefnydd Sylweddau.

Mae'r cymhwyster terfynol a enillir wedi'i seilio ar y dewis o Unedau sy'n berthnasol i rôl gwaith y dysgwyr. Neilltuwyd gwerth Lefel a Chredyd i bob Uned. Gall dysgwyr ddewis o 33 uned sydd ar gael.



Enillir y Dyfarniad drwy gyflawni o leiaf 10 Credyd a'r Tystysgrif drwy gyflawni o leiaf 18 Credyd.

Mae pob credyd yn cyfateb â 10 awr o ddysgu.

Dyma rai enghreifftiau o'r Unedau Lefel 3 sydd ar gael:

(mae'r SGC y mae'r rhain wedi deillio ohonynt mewn llythrennau italig)

- Adnabod arwyddion camddefnydd sylweddau a chyfeirio unigolion at arbenigwyr (4 Credyd) *AA1*.
- Galluogi unigolion sy'n camddefnyddio sylweddau i adnabod a defnyddio gwasanaethau a chyfleusterau iechyd a gofal cymdeithasol (4 Credyd) *AA3/HSC330*.
- Cefnogi unigolion sy'n camddefnyddio sylweddau (7 Credyd) *AB2*.
- Adnabod a gweithredu ar risg perygl enbyd i gamddefnyddwyr sylweddau (4 Credyd) *AB5*.
- Darparu gwasanaethau i rai sydd wedi'u heffeithio gan gamddefnydd sylweddau rhywun arall (4 Credyd) *AB7*.

Dyma rai enghreifftiau o'r Unedau Lefel 4:

(mae'r SGC y mae'r rhain wedi deillio ohonynt mewn llythrennau italig)

- Datblygu, gweithredu ac adolygu cynlluniau gofal i unigolion sy'n camddefnyddio sylweddau (6 Credyd) *AG1*.
- Dadansoddi prosesau asiantaethau i gadw unigolion mewn cysylltiad â gwasanaethau camddefnyddio sylweddau (6 Credyd) *AG4*.
- Cynorthwyo plant a phobl ifanc i gael eu cefnogi gan wasanaethau camddefnyddio sylweddau (7 Credyd) *B802*.
- Cyfrannu at ddatblygu polisi ac ymarfer cyfundrefnol. (6 Credyd) *BA3*.
- Galluogi plant a phobl ifanc i ymdrin â'u defnydd o sylweddau (6 Credyd) *B804*.



Yn dibynnu ar y gwasanaeth neilltuol y mae'r dysgwyr yn gweithio ynddo, gall rhai unedau fod yn fwy priodol nag eraill, er enghraifft:

(mae'r SGC y mae'r rhain wedi deillio ohonynt mewn llythrennau italig)

- Gweini meddyginiaeth i unigolion a monitro'r effeithiau (Lefel 3; 5 Credyd) *AH2*.
- Galluogi unigolion sydd yn cam-drin sylweddau i newid eu hymddygiad troseddol (Lefel 4; 8 Credyd) *D302*.

Gellir defnyddio unedau o lefelau 3 a 4 yn yr un cymhwyster. Fodd bynnag, er mwyn cael cymhwyster Lefel 4 rhaid i o leiaf 60% o'r holl gredydau fod o unedau lefel 4.

A oes unrhyw ofynion mynediad a sut mae'r cymhwyster yn cael ei asesu?

Mae'r cymwysterau yn briodol i ystod eang o weithwyr sy'n gweithio gyda chamddefnyddwyr sylweddau. Gellir eu defnyddio gan:

- Weithwyr sydd yn dal NVQ Lefel 3 perthnasol yn barod, fel lechyd a Gofal Cymdeithasol/Gweithio gydag Ymddygiad Troseddol.
- Gweithwyr gyda chymhwyster proffesiynol mewn maes perthynol fel gwaith cymdeithasol, nysio, gwaith ieuentid a'r gwasanaeth prawf.
- Gweithwyr nad ydynt yn gallu cael mynediad at y cymhwyster Lefel 3 llawn oherwydd natur neilltuol eu cyd-destun gwaith neu rôl h.y. maent yn weithwyr rhan amser neu wirfoddol.

D.S.: Os nad oes gan y gweithiwr gymhwyster proffesiynol neu NVQ lefel 3 perthnasol eisoes ac os bydd hi'n bosibl iddynt gymryd NVQ lefel 3 perthnasol, yna'r cymhwyster cyntaf y dylai ymgymryd ag ef yw'r NVQ cyn symud ymlaen i'r Dyfarniad neu Dystysgrif.



Gan fod y cymwysterau hyn wedi'u sellio ar ddangos cymhwysedd mewn gweithio â phobl sy'n gamddefnyddwyr sylweddau, rhaid i'r dysgwr fod yn gweithio'n uniongyrchol mewn gwasanaeth lle mae ganddynt gyswilt â chamddefnyddwyr sylweddau. Bydd asesu yn digwydd pan fyddant yn eu rôl a chyd-destun gwaith arferol a bydd eu portffolio o dystiolaeth yn cynnwys enghreifftiau o'u gwaith gwirioneddol gyda chamddefnyddwyr sylweddau. Bydd cyflawni'r cymwysterau yn cysylltu'n uniongyrchol â'u cymhwysedd yn y gweithle.

A oes unrhyw ddeunyddiau dysgu ar gael?

Mae pob canolfan asesu ac ymgeisydd yn derbyn y Dogfennau Cymwysterau yn awtomatig. Gellir cael gafael ar y rhain hefyd drwy'r ddau Gorff Dyfarnu sydd wedi'u cymeradwyo i gynnig y cymwysterau. Dyma hwy:

City & Guilds www.cityandguilds.com and Edexcel www.edexcel.org.uk

Gallwch gael ystod o ddeunyddiau gwybodaeth gan QCA yn cynnwys:

Simplifying Qualifications: a guide for employers.

The Qualifications and Credit Framework: an introduction.

www.qca.org.uk



A oes unrhyw gymwysterau eraill a allent fod o ddiddordeb?

NVO mewn lechyd a Gofal Cymdeithasol.

NVO lechyd.

NVO mewn Gweithio gydag Ymddygiad Troseddol.

Pwyntiau allweddol:

- Wedi'u llunio ar gyfer pobl sy'n gweithio yn yr holl amrywiaeth o leoliadau cam-drin sylweddau
- Yn rhoi fframwaith ar gyfer datblygu gweithlu a dilyniant gyrfa
- Yn gallu cael eu defnyddio fel cymwysterau arbenigol ar gyfer datblygiad proffesiynol parhaus
- Mae'n defnyddio'r un dulliau asesu a thystiolaeth â NVOs.
- Wedi'u hachredu gan QCA, DCELLS a CCAA ar y Fframwaith Cymwysterau a Chredydau newydd.
- Ar Fframwaith Credyd a Chymwysterau Cymru (FfCCC).

Am wybodaeth bellach

Cysylltwch â:

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sgillau

AR GYFER BUSNES

Mae Sgillau ar gyfer Busnes yn rhwydwaith a arweinir gan gyflogwyr sy'n cynnwys 25 Cyngor Sgillau Sector ac Asiantaeth Datblygu Sgillau Sector Drwy wybodaeth y farchnad, adnabod anghenion sgillau ar bob lefel a'i dylanwad ar drefn addysg a dysgu'r DU, mae'r rhwydwaith yn amcanu at gynyddu cynhyrchiant mewn busnes a gwasanaethau cyhoeddus.