

**OXFORDSHIRE COUNTY COUNCIL**

**Children's Social Care**



**Young People's Supported Accommodation  
Services**

# **A Guide to Accreditation**

## **AQA Unit Award Scheme**

**Version: June 2020**



**OXFORDSHIRE  
COUNTY COUNCIL**

## Accreditation:

### **AQA Unit Award Scheme** (Assessment & Qualifications Alliance)

This is a nationally accredited scheme. Oxfordshire Council County has been effectively using the scheme in different settings since June 2004.

The accreditation framework we have adopted is flexible and able to recognise a wide range of young people's achievements. It can recognise new skills, attitudes and knowledge. As long as the student's achievement is a valid and worthwhile learning experience, almost any activity can be recognised.

## Introduction to the AQA Unit Award Scheme

- The AQA Unit Award scheme provides the opportunity to give young people formal recognition of their success in short programmes of work, which have a notional learning time (NLT) of 10 hours and are known as 'units'.
- The scheme provides an ideal vehicle for curriculum planning, allowing those who deliver face-to-face work with young people the chance to include units at the programme planning stage.
- The scheme can be used with young people of all ages and abilities, and in a wide variety of settings.
- Young people receive prompt formal recognition for the smaller steps of achievement when they complete each individual unit. This approach can be used as a motivating stepping stone towards achieving a full qualification or as a way of accrediting the work achieved by students who have not managed to successfully complete enough units to gain an overall qualification.

## The Paperwork for the AQA Unit Award Scheme

The AQA Unit Award Scheme has been devised so there is minimal paperwork to complete.

- There is no paperwork to fill in until a unit is completed and the young people are being submitted for an award.
- When a young person is being submitted for an award there are 2 forms to fill in, the **AQA Summary Sheet** and the **Young Person's Details sheet**. An example copy of both can be found at the back of this document.
- You will be required to make your own AQA Summary sheet for every Unit that you wish to use. In the example below the Unit requires that outcomes 1, 4 & 5 are itemised, this requires a date to be placed against each individual itemised outcome.
- In addition to submitting the AQA Summary sheet and the Young Person's Details sheet, there may be additional evidence requested on the individual Unit. This evidence can be one of the following: Student completed workbook (you create the work book) and/or photographs. To claim the award all evidence must be submitted.

### Using the AQA Unit Award Scheme:

1. Identify the piece of work/project that is to be accredited.
2. There are over 10,000 units to choose from on the on the AQA website, the link is:

<http://www.aqa.org.uk/programmes/unit-award-scheme>

Most units are stored in curriculum areas, and you can search by subject.

3. When the unit is being undertaken, it is the worker's responsibility to make sure assessment takes place, records are kept, and evidence is gathered.
4. Once the unit is completed the worker fills in the correct paperwork and submits the young people for assessment. This paperwork is sent to:

[Riverside.Youth@Oxfordshire.gov.uk](mailto:Riverside.Youth@Oxfordshire.gov.uk)

Or the

Riverside Centre for Outdoor Learning  
Donnington Bridge  
Oxford OX4 4AZ

5. The paperwork **MUST** include:
  - a. A copy of the AQA unit which has been completed

- b. Young Person's details list
  - c. The completed summary sheet, itemised if required (see example), with **dates** in the boxes (not ticks), plus a final completion date, and signed by the worker
  - d. Any evidence required, as stated on the Unit
6. Once the Accreditation Officer is satisfied that all the paperwork is complete it will be sent to AQA for assessment.
  7. AQA will then issue Unit Award Scheme certificates; these are known as "a unit award scheme statement". Young People will get one of these for every unit award they complete. (These can take several weeks to come back, but this can vary at busier times of the year)
  8. Once the Accreditation Officer has received these they will be photocopied, a record kept, and the originals sent on.

### Validation of new units

- As a participating centre Oxfordshire County Council has a significant responsibility in relation to the quality assurance of the scheme.
- On very rare occasions there may be no suitable units on the AQA website. If this is the case a worker can write a new unit which will then have to go through a lengthy validation process by AQA.
- These new units must be submitted through the Accreditation Officer. Once the criteria for validation has been met the unit is validated, and then may be used.
- Please don't start to write any new units until you have consulted with the Accreditation Officer as there is a cost involved.

### AQA Units with YPSA links

- 105144 INDEPENDENT LIVING SKILLS PROGRAMME (UNIT 1)  
<https://www.aqa.org.uk/programmes/unit-award-scheme/unit-details?unit=105144>
- 105145 INDEPENDENT LIVING SKILLS PROGRAMME (UNIT 2)  
<https://www.aqa.org.uk/programmes/unit-award-scheme/unit-details?unit=105145>
- 105311 INDEPENDENT LIVING SKILLS PROGRAMME (UNIT 3)  
<https://www.aqa.org.uk/programmes/unit-award-scheme/unit-details?unit=105311>
- 105146 INDEPENDENT LIVING SKILLS PROGRAMME (UNIT 4)  
<https://www.aqa.org.uk/programmes/unit-award-scheme/unit-details?unit=105146>

**AQA Unit Award Scheme**

**Unit Code No. 92642**

**Centre Name:** Oxfordshire County Council

**Centre No.** 62424

**UNIT TITLE:** INTRODUCTION TO YOUTH INFORMATION IN THE LOCAL AREA

**Curriculum Area(s):** Personal, Social and Health Education

Unit Description: During this unit the young person will be introduced to youth information provision in the local area. S/he will be introduced to the 'Young Person's Survival Guide for Oxfordshire' and the Spired.com website as a source of information and will learn how to use them as sources of information. The young person will also produce a poster for an aspect of youth service provision in the area.

Procedures for making and recording assessments:  
Assessed by the youth worker through listening and observation (1-5,7) and through inspection of the young person's work (6).

All assessments recorded on an AQA Summary Sheet

**Unit Specification:** All outcomes must be demonstrated

**Outcomes to be accredited**

In successfully completing this unit the Student will have...

**Shown knowledge of**

1. At least three services provided for young people by the local Youth Service;
2. The location of a young person's Information Access Point;
3. How to access the Spired.com website;

**Demonstrated the ability to**

4. Use the 'Young Person's Survival Guide for Oxfordshire' to find information about two given topics;
5. Use the Spired.com website to find information about two different given topics;
6. Produce a poster for one aspect of youth provision or information work in the local area;

**Experienced**

7. Taking part in a discussion about Youth Service provision in the local area.

**Evidence to be offered**

Youth Worker Checklist  
(1 – 5, 7 itemised for 1, 4 & 5)

Young person designed  
Poster (6)

**AQA Unit Award Scheme**

**Young Person's Details Sheet**

Centre Name: **Oxfordshire County Council**

Centre No: **62424**

Unit Code: **92642**

	<b>Name: as the Y.P wishes it to appear on the certificate</b>	<b>Date of Birth</b>	<b>Service Area:</b>
<b>1</b>	Sammy Smith	7/4/95	40 The Moors
<b>2</b>	July Jones	9/2/95	''
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			
<b>10</b>			
<b>11</b>			
<b>12</b>			
<b>13</b>			
<b>14</b>			
<b>15</b>			
<b>16</b>			

**AQA Unit Award Scheme**

Centre Name: **Oxfordshire County Council**

**Summary Sheet No.1 of 1**

Centre No. **62424**

**Unit Title:** INTRO TO YOUTH INFORMATION IN THE LOCAL AREA

**Unit Code:** 92642

Student Details	Outcomes												Date of Final Completion
	1.i	1. ii	1. iii	2.	3.	4. i	4. ii	5. i	5. ii	6.	7.		
Name													
<i>Sammy Smith</i>	2/03	2/03	7/03	2/03	7/03	10/03	10/03	10/03	10/03	12/03	15/03		15/03/09
<i>July Jones</i>	2/03	2/03	7/03	2/03	7/03	10/03	10/03	10/03	10/03	12/03	15/03		15/03/09

Signed: *A. Hub Worker*

Key Worker

Signed:

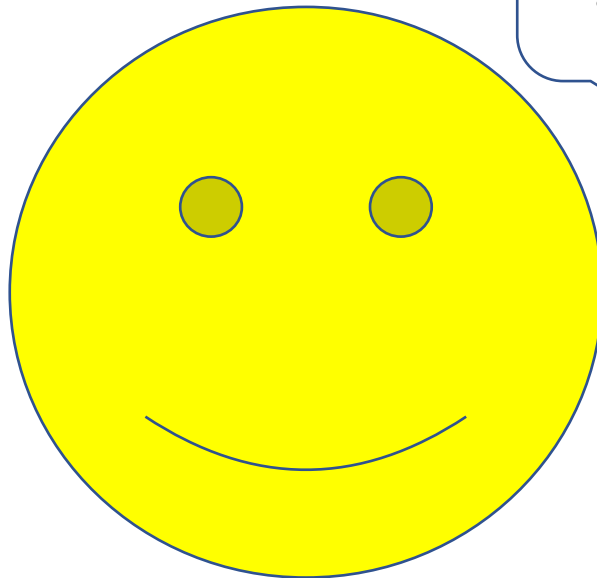
Accreditation  
Officer

This is my poster

**Comment added to  
work from Key Worker: -**

Thank you, Sammy this is  
a really great poster

*A Hubworker*



By *Sammy Smith*



## Oxfordshire Achievement Awards

Oxfordshire Achievement Awards (OAAs) are an in-house award owned and operated by Oxfordshire County Council. They offer the opportunity to be completely young person centred and accredit their individual learning.

We operate the OAA scheme in the same way as the AQA unit award scheme above, but with the exception that instead of looking for an award on the AQA Unit award website, you create your own and then ask the Accreditation Officer to validate its use. Once the OAA has been completed by the young person you submit it in the same way as an AQA for the Accreditation Officer to send you the certificate. There is an expectation that in most instance the young person(s) who will be completing the award will be involved in it's creation.

To write a new OAA you need to:

1. Decide on the awards title.
2. Create an aim for the work that you are going to do with the young person.
3. Create between 5 to 8 learning outcomes that are achievable but are suitably developmental for that young person.
4. Decide how you are going to evidence that the OAA has been achieved.

When writing a new award either an AQA or a OAA, it is worth understanding common command words that are used. The following link gives definition to some of the most common ones:

<https://www.aqa.org.uk/resources/psychology/as-and-a-level/psychology/teach/command-words>

Further information about writing Units can also be found on the AQA website:

<https://www.aqa.org.uk/programmes/unit-award-scheme/units/writing-a-unit>

An example of an Oxfordshire Achievement Award certificate



# Oxfordshire

## Achievement Award

**Tom Riverside**

*has completed the following validated unit*

### ***Mountain Biking Level 1 - introduction***

**The work was designed:** as an introduction to mountain biking - learning and demonstrating the skills needed to ride on low-level terrain

**Learning outcomes:**

- An awareness of appropriate safety equipment (helmets, gloves, goggles) and suitable clothing for mountain biking.
- An awareness of basic bike checks (following M-check method) to ensure that bikes are mechanically sound.
- Ability to choose appropriate bike frame size and to adjust saddle to appropriate height.
- An awareness of the hazards associated with mountain biking on low level terrain.
- Ability to select appropriate gears as terrain changes.
- Brake control by completing a basic challenge or easy trail.
- An awareness of the role of body position by completing a basic challenge.
- Ability to ride safely in a group respecting space between riders.
- Experience riding a mountain biking trail.

**Daniel Ruaux**  
Residential and Edge of  
Care Service Manager

Monday, 05 August 2019



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