

HSC351 Plan, agree and implement development activities to meet individual needs (Level 3)

Elements of Competence

- HSC351a** Identify and agree development activities to meet individual needs
- HSC348b** Plan and implement development activities with individuals and others
- HSC348c** Evaluate and review the effectiveness of the development activities

About this unit

For this unit you need to be able to plan, agree and implement development activities to meet individual needs.

Scope

The scope is here to give you guidance on possible areas to be covered in this unit. The terms in this section give you a list of options linked with items in the performance criteria. You need to provide evidence for any option related to your work area.

Communicate using: the individual's preferred spoken language; the use of signs; symbols; pictures; writing; objects of reference; communication passports; other non verbal forms of communication; human and technological aids to communication.

Development activities: intellectual activities and pursuits, activities that enable individuals to retain and regain their skills; activities that enable individuals to keep fit and mobile; activities that enable individuals to participate and interact with others.

Key people include: family; friends; carers; others with whom the individual has a supportive relationship.

Your **knowledge and understanding** for this unit will relate to legal requirements and codes of practice applicable to the scope of your work and others with whom you work; the nature of the work you are undertaking; your role and level of responsibility within your organisation (e.g. whether you have responsibility to support the work of others); the individuals, key people¹ and others with whom you are required to work and the degree of autonomy you have for the management of your own work activities.

Values underpinning the whole of the unit

The values underpinning this unit have been derived from the key purpose statement², the statement of expectations from carers and people receiving services, relevant service standards and codes of practice for health and social care in the four UK countries. If you are working with children and young people they can be found in the principles of care unit HSC34. If you are working with adults they can be found in HSC35. To achieve this unit you must demonstrate that you have applied the principles of care outlined in either unit HSC34 or HSC35 in your practice and through your knowledge.

¹ If you are working with children and young people the term "individuals" covers children and young people and "key people" covers parents, families, carers, friends and others with whom the child/young person has a supportive relationship

² The key purpose identified for those working in health and social care settings is "to provide an integrated, ethical and inclusive service, which meets agreed needs and outcomes of people requiring health and/or social care"

Key Words and Concepts

This section provides explanations and definitions of the key words and concepts used in this unit. In occupational standards it is quite common to find words or phrases used which you will be familiar with, but which, in the detail of the standards, may be used in a very particular way. **Therefore, we would encourage you to read this section carefully before you begin working with the standards and to refer back to this section as required.**

Active support	Support that encourages individuals to do as much for themselves as possible to maintain their independence and physical ability and encourages people with disabilities to maximise their own potential and independence
Development activities	Activities that enable individuals to develop, retain and regain their skills and abilities
Individuals	The actual people requiring health and care services. Where individuals use advocates and interpreters to enable them to express their views, wishes or feelings and to speak on their behalf, the term individual within this standard covers the individual and their advocate or interpreter
Key people	Are those people who are key to an individual's health and social well-being. These are people in the individual's life who can make a difference to their health and well-being
Others	Are other people within and outside your organisation that are necessary for you to fulfil your job role
Rights	The rights that individuals have to: <ul style="list-style-type: none">• be respected• be treated equally and not be discriminated against• be treated as an individual• be treated in a dignified way• privacy• be protected from danger and harm• be cared for in a way they choose• access information about themselves• communicate using their preferred methods of communication and language

HSC351a Identify and agree development activities to meet individual needs

Performance Criteria

You need to show that,

1. you support individuals to identify and communicate their needs and preferences about the **development activities**
2. you identify a range of development activities that would meet individual needs
3. you provide individuals and **key people** with specific information on different development activities that could meet their needs
4. you provide **active support** to enable **individuals** to identify and agree the type of development activities that could best meet their needs and preferences
5. you identify with relevant people, resources for the development activities and whether any gaps in resources can be addressed creatively
6. you make arrangements for individuals to access any further information on development activities
7. you agree with all involved and make practical arrangements with all involved for the implementation of the development activities
8. you clarify your own responsibilities and remit and that of **others** involved
9. you record and report on actions and decisions within confidentiality agreements and according to legal and organisational requirements

HSC351b Plan and implement development activities with individuals and others

Performance Criteria

You need to show that,

1. you plan and agree with individuals, key people and others how the selected development activity will be implemented
2. you set up the environment and help to prepare individuals to take part in the development activities
3. you implement the development activities according to agreed plans
4. you support individuals to observe and communicate:
 - changes in their own well-being that have arisen from the development activities
 - aspects of the development activities that were not as helpful
5. you observe and support the implementation of the development activities, according to your role and responsibility
6. you record observations of the positive, negative and neutral impact of the development activities on individuals' well being
7. you identify any changes that need to be made, within confidentiality agreements and according to legal and organisational requirements

HSC351c Evaluate and review the effectiveness of the development activities

Performance Criteria

You need to show that,

1. you consult with all involved to identify:
 - how and when the review will take place
 - who will be involved
2. you support and encourage individuals to identify how they wish to be involved in the review and whether they require additional support to participate
3. you contribute to identifying, collecting, collating and analysing the information provided against the agreed indicators for achieving outcomes
4. you use the agreed indicators of success, difficulty and risk to evaluate the benefits of development activities for individuals
5. you ensure that individuals have the information they need to prepare themselves to carry out the review in an accessible and understandable form
6. you identify with individuals how effective the development activities were in promoting their well-being
7. you contribute to agreeing where outcomes have been achieved, and negotiating any changes required in the range, level, complexity and quality of the development activities
8. you record and report on the evaluation, recommending necessary changes, within confidentiality agreements and according to legal and organisational requirements

Knowledge Specification for the whole of this unit

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in for the performance described in this unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

You need to show that you know, understand and can apply in practice:

Values

1. legal and organisational requirements on equality, diversity, discrimination, **rights**, confidentiality and sharing of information when planning, agreeing and implementing development activities to meet individual needs
2. how to provide active support and place the preferences and best interests of individuals at the centre of everything you do, whilst enabling them to take responsibility (as far as they are able and within any restrictions placed upon them) and make and communicate their own decisions about development activities that meet their needs
3. how to work in partnership with individuals, key people and those within and outside your organisation to enable individuals to access development activities that are inclusive and meet their needs
4. how to deal with and challenge discrimination when planning, agreeing and implementing development activities to meet individual needs

Legislation and organisational policy and procedures

5. codes of practice and conduct, and standards and guidance relevant to your own and the roles, responsibilities, accountability and duties of others when planning, agreeing and implementing development activities to meet individual needs
6. current local, UK and European legislation and organisational requirements, procedures and practices for:
 - data protection, including recording, reporting, storage, security and sharing of information
 - health and safety
 - risk assessment and management
 - protecting individuals from danger, harm and abuse
 - planning, agreeing and implementing development activities to meet individual needs
 - working with others to provide integrated services
7. practice and service standards relevant to your work setting and related to planning, agreeing and implementing development activities to meet individual needs

Theory and practice

8. how and where to access information and support that can inform your practice about development activities that can meet individuals' needs and preferences
9. how you can access, review and evaluate information about development activities relevant to the needs and preferences of the individuals with whom you work
10. theories relevant to the individuals with whom you work, about:
 - aspects of human growth and development and how these can affect and be affected by development activities
 - identity and self-esteem and how this can be affected by individuals participating in development activities
11. factors that affect the health, well-being, behaviour, skills, abilities and development of individuals and key people and how development activities can contribute to these factors positively
12. how to work in partnership with individuals, key people and those within and outside your organisation to plan, agree and implement development activities to meet individual needs
13. how to work with, and resolve conflicts that you are likely to meet
14. how to use your relationship with individuals to promote their well-being through developmental activities
15. methods of supporting individuals:
 - to take responsibility for promoting their own health and care and the role of developmental activities in achieving this
 - to identify how their developmental needs can be met
 - to assess and manage the processes of undertaking developmental activities and the support they need
 - to monitor and review the developmental activities and to identify what they have achieved and any changes that are required
 - access and use information to identify, plan and implement developmental activities
 - access resources to plan and implement developmental activities
16. work with other professionals and as part of a mixed-skill team to deliver, review and change developmental activities