Section 1: Introduction

1.1 Introduction to the Personal and Social Development (PSD) Qualifications

These guidelines set out the background and structure of the ASDAN PSD qualifications. They outline details of the assessment and moderation processes which are necessary to ensure that national standards are maintained.

The qualifications provide a framework for developing and recognising general personal and social knowledge and skills. Assessment of learning outcomes provides clarity and motivation for learners, provides evidence of progress and outcomes, feedback on how well they are doing, and contributes to their preparation for the future. The qualifications provide a baseline of knowledge and skills from which learners can progress to further education, work experience and employment, as well as other ASDAN qualifications such as the ASDAN Employability qualifications, Certificate of Personal Effectiveness (CoPE).

The PSD qualifications have been accredited by Ofqual, Welsh Government and CCEA and are listed in the Regulated Qualifications Framework (RQF). They are listed on Section 96 of the Learning and Skills Act 2000 for candidates pre- and post- 16. (Entry level, Level 1 and Level 2).

- ASDAN Entry 1 Certificate of Personal and Social Development (500/7297/3)
- ASDAN Entry 1 Award of Personal and Social Development (500/6881/7)
- ASDAN Entry 2 Certificate of Personal and Social Development (500/5459/4)
- ASDAN Entry 2 Award of Personal and Social Development (500/5558/6)
- ASDAN Entry 3 Certificate of Personal and Social Development (500/5326/7)
- ASDAN Entry 3 Award of Personal and Social Development (500/5557/4)
- ASDAN Level 1 Certificate of Personal and Social Development (500/5559/8)
- ASDAN Level 1 Award of Personal and Social Development (500/5560/4)
- ASDAN Level 2 Certificate of Personal and Social Development (500/3515/0)
- ASDAN Level 2 Award of Personal and Social Development (500/3606/3)

As an awarding organisation, ASDAN fulfils the criteria within the statutory regulation of external qualifications requirements laid down by the regulatory authorities.

The qualification is primarily intended for young people (14+) and adults. It is open to all, regardless of age, background or qualifications and there are no entry requirements.

Language restrictions

ASDAN's qualifications have been approved by the regulators to be offered, assessed and moderated in English only. Centres must therefore present candidates' work for external moderation in English. ASDAN will not accept work that has been translated from another language (except as contained in our published Access Arrangements).

1.2 Qualifications, Units and Credits

- There are 9 units available at Entry 1, 15 units at Entry 2 and Entry 3, and 13 units available at Levels 1 and 2
- All Units are optional
- The units are credit-rated (a credit is broadly equivalent to 10 learning hours)
- Full Certificates require 13 credits
- Full Entry Level Awards require 6 credits
- Full Level 1 or Level 2 Awards require 8 credits
- Unit certification is available

Unit Code	ASDAN's PSD Qualifications at Entry Level	Credit rating		
		Entry 1	Entry 2	Entry 3
TG	Working towards goals	n/a	2	2
DL	Dealing with problems in daily life	n/a	2	2
WG	Working as part of a group	n/a	2	2
DS	Developing self	n/a	2	2
MSR	Managing social relationships	n/a	1	2
IRR	Individual rights and responsibilities	n/a	1	1
CA	Community Action	2	2	2
HL	Healthy Living	2	2	2
PW	Preparation for work	2	2	2
MOM	Managing own money	2	2	2
PA	Parenting awareness	2	2	2
MLT	Making the most of leisure time	2	2	2
EA	Environmental awareness	2	2	2
UT	Using Technology in the home and community	2	2	2
PS	Personal Safety in the home and community	2	2	2

Unit Code	ASDAN's PSD Qualifications at Level 1 and Level 2	Credit rating	
		Level 1	Level 2
MSR	Managing Social Relationships	2	2
ICD	Identity and Cultural Diversity	2	2
IRR	Individual Rights and Responsibilities	1	1
CA	Community Action	2	2
HL	Healthy Living	2	3
HE	Healthy Eating	2	2
FSC	Food Safety in the Home and Community	2	2
PW	Preparation for Work	2	2
MOM	Managing Own money	2	2
YMF	Your Money in the Future	2	2
MLT	Making the Most of Leisure Time	2	2
EA	Environmental Awareness	2	2
PA	Parenting Awareness	2	3

1.3   PSD Levels

Identifying the levels

The ASDAN PSD Qualification units are written at Entry 1, Entry 2, Entry 3, Level 1 and Level 2. The level of each unit is based on a range of generic indicators:

- Knowledge and understanding
- Application and action
- Autonomy and accountability

Entry Levels 1, 2 and 3
Achievement at Entry 1 recognises progress along a continuum that ranges from the most elementary of achievements to beginning to make use of skills, knowledge or understanding that relate to the immediate environment.

Achievement at Entry 2 reflects the ability to make use of skills, knowledge and understanding to carry out simple, familiar tasks and activities with guidance.

Achievement at Entry 3 reflects the ability to make use of skills, knowledge and understanding to carry out structured tasks and activities in familiar contexts, with appropriate guidance.

Level 1
Achievement at Level 1 reflects the ability to use relevant knowledge, skills and procedures to complete routine tasks. It includes responsibility for completing tasks and procedures subject to direction or guidance as needed.

Level 2
Achievement at level 2 reflects the ability to select and use relevant knowledge, ideas skills and procedures to complete well-defined tasks and address straightforward problems. It includes taking responsibility for completing tasks and procedures and exercising autonomy and judgment subject to overall direction and guidance.

1.4   Rules of Combination

Rules of Combination set out what a learner is required to do to be awarded a qualification in terms of the credits and units that need to be achieved. They also set out which units are barred against others, the potential for learners to transfer credit from other units, and any exemptions.
Candidates normally complete all units at the same level, however there is the flexibility to choose units from the level above or below the qualification outcome, if appropriate.

Barred units

Learners are not able to claim credit for the same unit at more than one level, or from two units that are deemed to be very similar. For example, learners claiming credit for *Community Action* at Level 1 cannot also claim credit for *Community Action* at Entry 3 or Level 2.

Equivalent Units

These are similar units achieved within other qualifications. Credits from these units can, in certain cases, be counted instead of credits from PSD units.
e.g. Credits from the Planning and reviewing learning unit at L1 achieved through ASDAN's Award of Personal Effectiveness Award (AoPE) can be counted instead of credits from the PSD unit Working Towards Goals Entry 3 (if achieved within the 3 years prior to moderation).

Exemptions

Similar to equivalent units, these are units that have been achieved within other, non-credit bearing, qualifications, within the 3 years prior to moderation, for example, achievement of the Wider Key Skills *Working with others* at Level 1 can exempt a learner from the Entry 3 PSD unit, *Working as part of a group.*

More information about the rules of combination for the PSD qualifications is available from the members area of the ASDAN website: www.asdan.org.uk

See also Section 2.4, "The accumulation and transfer of credits"

1.5   The Structure of the ASDAN PSD Qualification Standards

ASDAN PSD qualifications units are made up of three parts:

- the aim of the unit
- the learning outcome/s
- the assessment criteria

Full details of the qualifications and units are found on the ASDAN website (www.asdan.org.uk) and are available for registered centres to download.

1.6   Competence-Based Assessment

For ASDAN PSD accreditation, the candidate's performance has to be judged against a set of prescribed standards that define the level of competence and the contexts in which that competence has been demonstrated.

Significant features which reflect the nature of a competence-based approach to assessment are:

- Assessment is based on outcomes, i.e. the candidate's competence as measured against the assessment criteria. As it does not matter how this outcome is reached, training and development opportunities can be responsive to individual needs and there are no restrictions on styles of delivery. Development can occur in the environment most appropriate and useful to the candidate.

- No particular qualifications or experience are required for access to assessment. Different candidates are able to start at points and levels appropriate to them.

- Candidates actively participate in the assessment process by providing evidence of meeting the required standard.

- The structure of the standards allows achievement to be recognised on the basis of individual units. A candidate can gain certification for a single unit, a group of units at the same level or units at different levels.

1.7   Guidance and Support

Planning

Before introducing the ASDAN PSD qualification to candidates, it is necessary to identify opportunities for individuals to participate in initial assessment and development activities and to consider which opportunities will provide evidence that will demonstrate the required level of knowledge and understanding. The development of an overall plan for the delivery and assessment of the PSD units helps to ensure that sufficient opportunities exist for all the requirements to be met and that there is not unnecessary duplication of effort.

Staff development

Staff development is an essential component of initial planning, as tutors and assessors will need time to reach a common understanding of the units. **As part of the approval process for PSD at least one member of staff must attend an ASDAN training session for the qualification.** This can be either an Introductory Workshop or equivalent in-house training.

After initial familiarisation on an individual basis, it is recommended that tutors and assessors get together in order to discuss the content of the PSD units and clarify anything that is unclear. It is essential that staff familiarise themselves with the standards for the qualification level with which they are working. Standards with guidance documents are available for all levels on the members area of the website. Once the ASDAN PSD qualification programme

has been running for a while, it is good practice for assessors to meet again to look at examples of evidence and to discuss and compare interpretation of standards for the level(s) in use; such discussion should form part of on-going practice. Further staff development activities on a regular basis will be dependent on individual centres' needs.

Candidate induction

Candidates will need to become familiar with the ASDAN PSD qualification units. Effective induction into the purpose and content of the standards is vital to successful achievement. Learners will have different starting points, and it is individual needs that will determine the learner's rate of progress towards his/her key objectives and towards successful completion of the qualification. To respond to these needs, individuals must have the opportunity to engage in appropriate learning and development activities before they start to produce evidence for their PSD qualification.

Sources of information and support

ASDAN's Regional Relationship team will be able to provide information and advice on the effective implementation of the planned programme. Ongoing support can be accessed through email and telephone contact and through negotiated staff training. Fees may apply in the latter case.

ASDAN also offers **Themed Support meetings** to promote a common understanding of Awarding Organisation expectations across centres and to share good practice.

The mandatory assessment checklists are downloadable from the members area of the website for Entry 1, Entry 2, Entry 3, and Levels 1 and 2. The optional controlled challenges for each unit at Levels 1 and 2 are downloadable from the members area of the website.