



## Vital Skills in Befriending Matching

### Assignment

Those wishing to gain the credit rating for the “matching” element of the Vital Skills in Befriending Certificate will be required to successfully complete the following assignment.

Time commitment assigned to this assignment is 30 hours

Credit rated at SCQF level 8, 3 credits

Participants will be required to evidence their learning in this section by presenting a matching plan.

It should demonstrate a knowledge, understanding and practical application of the learning outcomes outlined in the “matching” element of Vital Skills in Befriending Certificate.

This matching plan should include:

- all documentation used to gather information about clients and volunteers including:
  - ... 5 anonymised “live” pieces of documentation used to gather information about 5 clients.
  - ... 5 anonymised “live” pieces of documentation used to gather information about 5 volunteers.
  - ... A written explanation of how this information was gathered and the rationale for the information that was collected.
  - ... This should reflect the participants understanding of the importance of presenting positively focussed information.
- a protocol for the matching process which should outline:
  - ... The matching process i.e. what happens and in what order up to the point that two people are said to be a match.
  - ... The stages at which choice is given to the client and what choices are given about who they are to be matched with.
  - ... The stages at which choice is given to the volunteer and what choices are given about who they are to be matched with.
- an anonymised account of the rationale for proceeding with 3 different matches this account should include:
  - ... the documentation used to gather information about both the client and the volunteer (this can be the same documentation that is used to evidence learning in point 1)
  - ... a discussion about the choices that were given to both the client and the volunteer
  - ... the information that was shared with each about the other
  - ... the reasons/rationale for deciding to match them
- the outline for a match meeting which includes information about:
  - ... The purpose of the match meeting.
  - ... What will be discussed at the meeting?
  - ... Where meetings will take place.
  - ... Who will attend the meeting?
  - ... The duration of the meeting.
  - ... What needs to be prepared in advance of the meeting and by whom?