

|  |  |
| --- | --- |
| **SCHOOL OF – HEALTH, SOCIAL AND CHILDCARE** **SCHEME OF WORK 2012-2013** |  |
| **COURSE: Access to He Diploma – Health Care/Social care****UNIT: Communication/Research****TUTOR: Allison Jones**  |  |
| **WEEKS** | **TOPICS** | **CONTENT** | **TEACHING & LEARNING ACTIVITIES** | **RESOURCES** | **ASSESSMENT** | **Links to Essential and Wider skills** |
| 1-24th Sept. | Introduction to units, library resources  | Learning outcomes, examples of research in health and social care, how to use Moodle and library resources including; e library, heritage, my PC  | Tutor – reinforce information, exposition, question, discuss, guide, support learning, demonstrate how to use library resourcesStudent – answer questions, discuss, try resources | Unit specs, smart board, internet, assignment brief, card, handouts, Moodle, whiteboard | Result of student activities, responses of students, content of discussion | PSWWOLiteracy:R4SL1 SL2 SL5 Numeracy: N1 H1 |
| 2-1st October. | Students access library resources  | Students to use/become familiar with the various sources available and set up accounts via library staff to access research materials | Tutor – facilitate the access of: journals, Athens, Complete Issues, e library; exposition, distribute log sheetsStudents – to request various passwords from library staff and set up account to access sources, navigate the resources, to enrol on Moodle and units of course | Computers, library staff, books, journals, whiteboard | Confirmation of students accessing the sources and browsing the material | PSWWOLiteracy:SL1ICT |
| 3-8th October. | Literacy skills/referencing of books | Basic literacy skills, essay writing, referencing of books | Tutor – exposition, provide examples of punctuation, question, discussStudent – complete exercises(finish for homework), discuss concepts/terms, complete referencing exercise | Basic skills booklet, handouts, whiteboard, referencing, Moodle, books, www. Nottinghamuniversity.ac.uk, whiteboard | Completion of exercises, responses from questions, completed booklets | PSWWOLiteracy:R1 R4W1 W3 SL1 SL2  |
| 4-15th October. | Referencing/scanning, skimming, summarising, paraphrasing. Tautology | Referencing electronic sources, journals, media. Techniques of skimming, scanning, summarising, paraphrasing. Tautology | Tutor – exposition, provide examples of referencing, question, facilitateStudent – complete exercises, complete referencing exercise and tautology exercise | Smart board, internet, handouts, Moodle, whiteboard | Result of exercises completed | PSWWOLiteracy:R2 R4W1 SL1 SL2  |
| 5-22nd October. | Research/possible topics of research | research terminology, what is research, function of research, exemplar pieces of work | Tutor – question, discuss, distribute card, guide, support learning, show exemplar projectsStudent – answer questions, discuss, complete matching activity, fill in worksheet, brainstorm, produce spider diagram | smart board, card, handouts, Moodle, whiteboard | Result of student activities, responses of students, content of discussion | PSWWOR2W1 SL1 SL2 SL5Numeracy:N1H1 |
| 29th October. | **HALF TERM** |  |  |  |  |  |
| 6-5TH November  | Primary/secondary research methods | Advantages/disadvantages/quantitative, qualitative. | Tutor – exposition, question, discuss, show dvd Student- brainstorm research methods, quiz, keyword countdown, match secondary research methods with definitions, fill in worksheets  | Whiteboard, smart board, ppt, [www.educationforum.co.uk](http://www.educationforum.co.uk), handout | Responses of students, outcome of questions posed/activities completed | PSWWOLiteracy:W1 W4 W7SL1 SL2 SL5 |
| 7-12th November | Ethics in research, identify research proposal, literature search  | the different elements of ethics, decide possible research topic – start literature search | Tutor – to facilitate literature search, monitor progress, questionStudent - search for relevant secondary research on research topic using books, internet, journals, media, discuss ethical issues | computers, books, newspapers, journals, handouts, whiteboard | Result of literature search, discussion | PSWWOLiteracy:R1 R4W1 W6SL1 SL2 SL6Numeracy:N1 R5H1ICT |
| 8-19th November | Literature search, confirm/amend research proposal, one to one discussion about research proposal | Continue literature search, confirm research topic | Tutor - facilitate literature search, monitor progress.Student - to search for relevant secondary research on research topic using books, internet, journals, media | computers, books, newspapers, journals,  | Result of literature search | PSWWOLiteracy:R1 R4W1 W6SL1 SL2Numeracy:N1 R5H1ICT |
| 9-26th November | Order of project, literature research form basis of Introduction. devising questionnaires | How the literature search fits in with the rest of the project, devising questionnaires for primary research | Tutor - exposition, questioning, facilitatingStudent - listening, answering, group work. Complete activities on ordering project | Cards, handouts, computer, whiteboard | Result of student activities | PSLiteracy:R2 SL1Numeracy:N1 N2 R5 R6H1 H2ICT |
| 10-3rd December | Finalise literature search, plan and start introduction | To gather more background reading if needed for the project, start the planning and organisation of Introduction | Tutor – facilitate literature search, monitor progress.Student - to search for relevant secondary research on research topic using books, internet, journals, media, plan structure and content of Introduction | computers, books, newspapers, journals, planning sheet, Students’ secondary research, notes , handouts on essay writing, paper |  Progress of literature search, content of plan | PSLiteracy:R1 R4W1 W4 W6SL1 SL2Numeracy:N1 R5, H1 ICT |
| 11-10th December | Work on Intro | Students to work on the Introduction (essay) | Tutor – facilitate the structuring and content of the essay for the IntroductionStudent – to organise notes and secondary research for completion of the Introduction | Students’ secondary research, notes and plan, handouts on essay writing, paper, computer | Progress of students in completing the Introduction | PSLiteracy:R2 R4 W1 W4 W6 SL1 SL2 Numeracy:N1 R5, H1ICT |
| 12-17th December | Work on Intro | Students to work on the Introduction (essay) | Tutor – facilitate the structuring and content of the essay for the IntroductionStudent – to organise notes and secondary research for completion of the Introduction | Students’ secondary research, notes and plan, handouts on essay writing, paper, computer | Progress of students in completing the Introduction | PSLiteracy:R2 R4 W1 W4 W6 SL1 SL2 Numeracy:N1 R5, H1ICT |
| 24th December | **Christmas Hols** |  |  |  |  |  |
| 31st December | **Christmas Hols** |  |  |  |  |  |
| 13 -7th January | sampling methodsSubmit Introduction | To identify various sampling methods and their advantages/disadvantages | Tutor – exposition, question, facilitate, Student – to submit Introduction, to match sampling definition with terminology, brainstorm,  | whiteboard, handouts, card, paper, smart board, ppt | Result of student exercises and brainstorm and Introduction submitted for marking | PSWWOLiteracy:R2 R4W1 W7SL1 SL2SL5 |
| 14-14th January | How to devise questionnaire/How to conduct an interviewFeedback on Introduction |  | Tutor – provide feedback on work submitted, exposition, question, discussStudent – take on board advice given, clarify any difficulties, brainstorm various forms of questionnaires, group work, pair work, complete exercise, advantages and disadvantages of questionnaires, write a preamble, role play | Whiteboard, handouts, dvd | Content of preamble, result of group work, pair work and brainstorm, role play | PSWWOLitearcy:R1 R2 W1 W4 W7SL1 SL2 SL5 SL6 |
| 15-21st January | Questionnaire for primary research | Devising the questionnaire/interview (the tool for the primary research) | Tutor - to monitor and review progressStudents - devise a questionnaire/interview following guidelines, working in pairs identify any weaknesses and amend | Handout on questionnaires/interviews, paper, pens,  | Result of pair work, outcome of questionnaire/interview | PSWWOLiteracy:R1 R2 W3SL1 SL2ICT |
| 16-28th January | Carry out primary research | Distribute questionnaires and/or complete interviews | Students to distribute questionnaires or complete interviews | Prepared questionnaires, quiet room for interview/interview sheet | Result of primary research | WWOLiteracy:W1 W7SL2 SL6 |
| 17-4th February | Carry out primary research  | Distribute questionnaires and/or complete interviews | Students to distribute questionnaires or complete interviews | Prepared questionnaires, quiet room for interview/interview sheet | Result of primary research | WWOLiteracy:W1 W7SL2 SL6 |
| 11th February | Tallying data  | Collating analysing data – using exel | Tutor - exposition, demonstration, questioning, facilitatingStudent - listening, answering, record data, work out percentages, use excel | computer, excel software, completed questionnaires,/ interviews whiteboard | Result of student activities | PSLiteracy:R2 SL1Numeracy:N1 N2 R5 R6H2ICT |
| 18- 18th February | Tallying data  | Collating analysing data – to complete for homework and using exel | Tutor - exposition, demonstration, questioning, facilitatingStudent - listening, answering, record data, work out percentages, use excel | computer, excel software, completed questionnaires,/ interviews whiteboard | Result of student activities | PSLiteracy:R2 SL1Numeracy:N1 N2 R5 R6H2ICT |
| 19-25th February | Results - Presentation of data | Using excel to present data | Tutor - advising, guiding, motivating, questioningStudent - follow advise given, complete bar graphs, pie charts etc | data, computer,<http://people.morrisville.edu/>~shayyaw/Excel/IntroExcel.htm | Standard of presentation of data | PSLiteracy:R2 R1 R4W6SL1Numeracy:N1 R5 R6H1ICT |
| 20-4th March | Results - Presentation of data | Using excel to present data | Tutor - advising, guiding, motivating, questioningStudent - follow advise given, complete bar graphs, pie charts etc | data, computer,<http://people.morrisville.edu/>~shayyaw/Excel/IntroExcel.htm | Standard of presentation of data | PSLiteracy:R2 R1 R4W6SL1Numeracy:N1 R5 R6H1ICT |
| 21-11th March | methodology | Sections of the methodology and plan of methodology | Tutor – exposition, discuss, question, facilitate, discussStudent – answer questions, take notes, discuss/justify methods used (primary, secondary, sampling) | Whiteboard, handouts, students’ file | Content of students’ answers/ discussion/plan | PSWWOLiteracy:R1 R2 W1 W4 W5 W7SL1 SL2 SL5 SL6 |
| 22 – 18th March | Complete methodology and submit | To write up the methodology | Tutor – to monitor progress and clarify any questions.Student – to write up methodology and submit.  | Computers, file, handouts,  | Students’ methodology | PSWWOLiteracy:R2 R3 R4W1 W4 W5 W6SL1 SL2 SL6ICT |
| 23-25th March  | Feedback on methodology | One to one feedback so students have the opportunity to improve | Tutor – to provide feedbackStudent – to take on board feedback and ask questions to clarify any uncertainties | Students’ submitted work, students’ file | Content of methodology | Literacy:R2 W1 SL1 SL2  |
| 1st April | **Easter Hols** |  |  |  |  |  |
| 8th April | **Easter Hols** |  |  |  |  |  |
| 24 -15th April | Discussion and evaluation (of project)  | How to write up discussion and evaluation  | Tutor – exposition, advising, motivating, questioningStudent - discussing, follow advise given, answer, question  | Completed presentation of data and literature base, computers, whiteboard/OHP | Content of discussion/ evaluation  | PSLiteracy:R2 R3 R4W4 W6SL1 SL2 Numeracy:N1, N2 R5 R6H1 H2ICT |
| 25-22nd April | Discussion and evaluation (of project) | workshop | Tutor – to monitor progress and clarify any questionsStudent – to write up main text and submit main text | Computers, presentation of data, literature base, whiteboard/OHP | Students’ marked work | PSLiteracy:R2 R3 R4W4 W6SL1 SL2 Numeracy:N1, N2 R5 R6H1 H2ICT |
| 26-29th April | Submit discussion and evaluation (of project) Prepare for group discussion | Working in groups to identify content and structure of group discussion  | Tutor – facilitate, expositionStudent – to work in groups to identify topic of discussion and plan the main points of the discussion, background research for topic chosen | Textbooks, students’ work, paper, internet, journals | Plan and content of discussion, students’ notes | PSWWOLiteracy:R1 R2 R4W1 W4 W6SL1 SL2 SL5 SL6ICT |
| 27 -6th May  | **May Bank Holiday Monday** |  |  |  |  |  |
| 28 -13th May | Feedback on discussion/evaluation (of project) Prepare for group discussion | Tutor to provide one to one feedback on discussion/evaluation so student can have the opportunity to improve on work, prepare for group discussion | Tutor – to provide feedback, facilitateStudent – to take on board feedback and ask questions to clarify any uncertainties, to work in groups to identify topic of discussion and plan the main points of the discussion, background research for topic chosen | Students’ submitted work, students’ file, textbooks, students’ work, paper, internet, journals | Content of methodology, plan and content of discussion, students’ notes | PSWWOLiteracy:R1 R2 R4W1 W4 W6SL1 SL2 SL5 SL6ICT |
| 29-20th May | Group discussion | Group discussion of chosen topic | Tutor – to listen and write notes on content etc of discussionStudent – to discuss the topic under discussion, taking into consideration vocabulary used, listening skills, oral communication skills etc  | Students’ notes,  | The content of the discussion | PSWWOLiteracy:R2 SL1 SL2 SL3 SL5 SL6 |
| 27th May | **Half Term** |  |  |  |  |  |
| 30-3rd June | Presentation of research project | Students to present work orally to peers | Student – present information, findings and evaluate | Computer, smart board | Standard / delivery of presentation | Literacy:R4SL1 SL2 SL3Numeracy:N1 R5 H1 |
| 31 -10th June | Presentation of research project | Students to present work orally to peers | Student – present information, findings and evaluate | Computer, smart board | Standard/delivery of presentation | Literacy:R4SL1 SL2 SL3Numeracy:N1 R5 H1 |
| 32 – 17th June | Compile files | Ensure all work is set out in logical order | Students to put all work into file following given format, page number sections of unit include content page. Tutor to monitor progress and advise. Tutor and student to sign. | All assessed workAssignment briefsTutor/ student comment sheet, file,whiteboard/OHP | Completion of student files | PSWWOLiteracy:R3 SL1 SL2 |
| 33 -24th June | Overview of unit/good luck, good bye. | Reflect on unit, skills learnt and uses for the future | Tutor and students - discuss |  |  |  |
| 34- 1st July | **Admin Week** |  |  |  |  |  |
| Notes:  |  |