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| **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 resources  Student – 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 | PS  WWO  Literacy:  R4  SL1 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 sheets  Students – 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 | PS  WWO  Literacy:  SL1  ICT |
| 3-8th October. | Literacy skills/referencing of books | Basic literacy skills, essay writing, referencing of books | Tutor – exposition, provide examples of punctuation, question, discuss  Student – 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 | PS  WWO  Literacy:  R1 R4  W1 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, facilitate  Student – complete exercises, complete referencing exercise and tautology exercise | Smart board, internet, handouts, Moodle, whiteboard | Result of exercises completed | PS  WWO  Literacy:  R2 R4  W1  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 projects  Student – 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 | PS  WWO  R2  W1 SL1 SL2 SL5  Numeracy:  N1  H1 |
| 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 | PS  WWO  Literacy:  W1 W4 W7  SL1 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, question  Student - 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 | PS  WWO  Literacy:  R1 R4  W1 W6  SL1 SL2 SL6  Numeracy:  N1  R5  H1  ICT |
| 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 | PS  WWO  Literacy:  R1 R4  W1 W6  SL1 SL2  Numeracy:  N1  R5  H1  ICT |
| 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, facilitating  Student - listening, answering, group work. Complete activities on ordering project | Cards, handouts, computer, whiteboard | Result of student activities | PS  Literacy:  R2 SL1  Numeracy:  N1 N2  R5 R6  H1 H2  ICT |
| 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 | PS  Literacy:  R1 R4  W1 W4 W6  SL1 SL2  Numeracy:  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 Introduction  Student – 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 | PS  Literacy:  R2 R4 W1 W4 W6  SL1 SL2  Numeracy:  N1 R5, H1  ICT |
| 12-17th December | Work on Intro | Students to work on the Introduction (essay) | Tutor – facilitate the structuring and content of the essay for the Introduction  Student – 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 | PS  Literacy:  R2 R4 W1 W4 W6  SL1 SL2  Numeracy:  N1 R5, H1  ICT |
| 24th December | **Christmas Hols** |  |  |  |  |  |
| 31st December | **Christmas Hols** |  |  |  |  |  |
| 13 -7th January | sampling methods  Submit 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 | PS  WWO  Literacy:  R2 R4  W1 W7  SL1 SL2  SL5 |
| 14-14th January | How to devise questionnaire/  How to conduct an interview  Feedback on Introduction |  | Tutor – provide feedback on work submitted, exposition, question, discuss  Student – 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 | PS  WWO  Litearcy:  R1 R2  W1 W4 W7  SL1 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 progress  Students - 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 | PS  WWO  Literacy:  R1 R2  W3  SL1 SL2  ICT |
| 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 | WWO  Literacy:  W1 W7  SL2 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 | WWO  Literacy:  W1 W7  SL2 SL6 |
| 11th February | Tallying data | Collating analysing data – using exel | Tutor - exposition, demonstration, questioning, facilitating  Student - listening, answering, record data, work out percentages, use excel | computer, excel software, completed questionnaires,/ interviews whiteboard | Result of student activities | PS  Literacy:  R2 SL1  Numeracy:  N1 N2  R5 R6  H2  ICT |
| 18- 18th February | Tallying data | Collating analysing data – to complete for homework and using exel | Tutor - exposition, demonstration, questioning, facilitating  Student - listening, answering, record data, work out percentages, use excel | computer, excel software, completed questionnaires,/ interviews whiteboard | Result of student activities | PS  Literacy:  R2 SL1  Numeracy:  N1 N2  R5 R6  H2  ICT |
| 19-25th February | Results - Presentation of data | Using excel to present data | Tutor - advising, guiding, motivating, questioning  Student - follow advise given, complete bar graphs, pie charts etc | data, computer,  <http://people.morrisville.edu/>  ~shayyaw/Excel/IntroExcel.htm | Standard of presentation of data | PS  Literacy:  R2 R1 R4  W6  SL1  Numeracy:  N1  R5 R6  H1  ICT |
| 20-4th March | Results - Presentation of data | Using excel to present data | Tutor - advising, guiding, motivating, questioning  Student - follow advise given, complete bar graphs, pie charts etc | data, computer,  <http://people.morrisville.edu/>  ~shayyaw/Excel/IntroExcel.htm | Standard of presentation of data | PS  Literacy:  R2 R1 R4  W6  SL1  Numeracy:  N1  R5 R6  H1  ICT |
| 21-11th March | methodology | Sections of the methodology and plan of methodology | Tutor – exposition, discuss, question, facilitate, discuss  Student – answer questions, take notes, discuss/justify methods used (primary, secondary, sampling) | Whiteboard, handouts, students’ file | Content of students’ answers/ discussion/plan | PS  WWO  Literacy:  R1 R2  W1 W4 W5 W7  SL1 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 | PS  WWO  Literacy:  R2 R3 R4  W1 W4 W5 W6  SL1 SL2 SL6  ICT |
| 23-25th March | Feedback on methodology | One to one feedback so students have the opportunity to improve | Tutor – to provide feedback  Student – 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, questioning  Student - discussing, follow advise given, answer, question | Completed presentation of data and literature base, computers, whiteboard/OHP | Content of discussion/ evaluation | PS  Literacy:  R2 R3 R4  W4 W6  SL1 SL2  Numeracy:  N1, N2  R5 R6  H1 H2  ICT |
| 25-22nd April | Discussion and evaluation (of project) | workshop | Tutor – to monitor progress and clarify any questions  Student – to write up main text and submit main text | Computers, presentation of data, literature base, whiteboard/OHP | Students’ marked work | PS  Literacy:  R2 R3 R4  W4 W6  SL1 SL2  Numeracy:  N1, N2  R5 R6  H1 H2  ICT |
| 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, exposition  Student – 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 | PS  WWO  Literacy:  R1 R2 R4  W1 W4 W6  SL1 SL2 SL5 SL6  ICT |
| 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, facilitate  Student – 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 | PS  WWO  Literacy:  R1 R2 R4  W1 W4 W6  SL1 SL2  SL5 SL6  ICT |
| 29-20th May | Group discussion | Group discussion of chosen topic | Tutor – to listen and write notes on content etc of discussion  Student – to discuss the topic under discussion, taking into consideration vocabulary used, listening skills, oral communication skills etc | Students’ notes, | The content of the discussion | PS  WWO  Literacy:  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:  R4  SL1 SL2 SL3  Numeracy:  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:  R4  SL1 SL2 SL3  Numeracy:  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 work  Assignment briefs  Tutor/ student comment sheet, file,  whiteboard/OHP | Completion of student files | PS  WWO  Literacy:  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: | | | | | |  |