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| **SCHOOL OF – HEALTH, SOCIAL AND CHILDCARE**  **SCHEME OF WORK 2012-2013** | | | | | |  |
| **COURSE: BTEC Extended Diploma in HSC (Health Studies) Tutorial Programme**  **TUTOR: Sarah Mellor GROUPS: 2A & 2B** | | | | | |  |
| **WEEKS** | **TOPICS** | **CONTENT** | **TEACHING & LEARNING ACTIVITIES** | **RESOURCES** | **ASSESSMENT** | **Links to Essential and Wider skills** |
| 1-10th Sept | UCAS | Welcome back and introduction to the UCAS process / Different types of courses  **Homework:** Researching H.E, appropriate courses for predicted grades | **Lecturer Activities:** Explanation & asking questions  **Learner Activities:** Answering questions, taking notes | White board / Interactive White board – UCAS Website | Feedback from Questions / Completed UCAS forms / Reflective tutorial diary | W1 / W3 / W4 / SL1 |
| 2-17th Sept | UCAS | One to one’s – Individual time with lecturer to discuss options available in H.E based on individuals circumstances / grades | **Lecturer Activities:** Conducting one to ones with individual students  **Learner Activities:** Having one to one with lecturer / Researching different courses on UCAS website | Computer room / Computers / Individuals tutorial records – Tutorial file | Completed UCAS forms / Reflective tutorial diary | R3 / W1 / W3 / W4/ SL1 |
| 3-24th Sept | UCAS | How to do a Personal Statement?  Homework: Completed first draft of personal statement | **Lecturer Activities:** Explanation / Asking questions  **Learner Activities:** Note taking / Thinking of relevant information to be included on statement | Handouts on Personal Statement | Feedback from questions / Completed Personal Statement / Reflective tutorial diary | W1 / R2/ W3 / W4 / SL1 |
| 4-1st October | UCAS | Starting UCAS applications online / Students who have decided not to apply to University to create CV’s | **Lecturer Activities:** Explanation, asking questions, providing support where required / visiting each student  **Learner Activities:** Completing UCAS application forms / CV’s | Computer room / Interactive whiteboard / Computers / Handouts from careers Wales on effective CV’s | Feedback from questions / Completed application form / Reflective tutorial diary | R4 / W1 / W3 / W4 / SL1 |
| 5 - 8th October | UCAS / CV’s | Continuing with UCAS applications / Feedback on personal statements / Students not applying to continue with CV’s | **Lecturer Activities:** Explanation, asking questions, providing support where required / visiting each student  **Learner Activities:** Completing UCAS application forms / CV’s | Computer room / Interactive whiteboard / Computers / Handouts from Careers Wales on effective CV’s | Feedback from questions / Completed application form / Reflective tutorial diary | R4 / W1 / W3 / W4 / SL1 |
| 6-15th October | NPTC Recruit | Guest Speaker from NPTC Recruit – Explanation of scheme – Job opportunities full and part time / Discussion of Children in Need fun run – organisation (Class Reps) | **Lecturer Activities:** Introduction of guest speaker / listening to talk  **Learner Activities:**  Note taking, listening to talk | Handouts / Power point / Whiteboard / Pens / Guest Speaker | Successful Registration onto NPTC Recruit / Reflective tutorial diary | R3 / R4 / SL1 |
| 7-22nd October | http://www.wales.nhs.uk/sites3/gallery/947/heart1.jpgUCAS / CV’s (Fun Run) | Deadline for submission of UCAS forms / Completion and submission of UCAS forms / CV’s / Children in Need organisation (class reps) | **Lecturer Activities:** Signing off UCAS forms / Providing guidance of process  **Learner Activities:**  Submitting forms / payment / signing off forms | UCAS applications / CV’s | Completed and submission of UCAS forms / Reflective tutorial diary | SL1 / W6 / SL6 |
| 8- 29th October | **HALF TERM** |  |  |  |  |  |
| 9-5TH November | One to one’s / ILP’s | Effective target setting / Individual discussion of own experiences in College / A.O.B | **Lecturer Activities:** Conducting one to one discussions  **Learner Activities:** Participating in one to one discussions / Exploring H.E options at NPTC following trip | ILP Paperwork / Individual tutorial records / H.E leaflets / application forms for courses in H.E centre | Students success on course / Reflective tutorial diary | W3 / SL1 |
| 10-12th November | One to one’s / ILP’s / Current World Issues – Homelessness | Completion of ILP’s / one to one interviews / Exploring the issue of homelessness | **Lecturer Activities:** Conducting one to one discussions  **Learner Activities:** Participating in one to one discussions / Homelessness booklet | ILP Paperwork / Individual tutorial records / Homelessness booklet | Students success on course / Homelessness booklet / Reflective tutorial diary | W3 / SL1 |
| 11-19th November | Current World Issues – Sustainable Development and Global Citizenship  **🏞Flag-Wales** | Sustainable Development and Global Citizenship | **Lecturer Activities:** Leading activities / Controlling you tube video / Leading brainstorm and encouraging feedback  **Learner Activities:**  Participating in activities / | Activity Handouts / Whiteboard / Power point / Pens and paper | Feedback in recap of session / Reflective tutorial diary | R3 / W1 / W3 / W6 / W7 / SL6 / SL1 |
| 12-26th November | Current World Issues / Moral Development – Stereotyping and discrimination | Stereotyping and discrimination | **Lecturer Activities:** Controlling you tube films / promoting discussion/ Leading activities  **Learner Activities:**  Answering questions / participating in discussion / Completing activities | Interactive whiteboard / whiteboard / Power point / Pens / Paper | Feedback from questions & activities / Reflective tutorial diary | SL5 / SL1 / W6 / W1 / R2 |
| 1-3rd December | Current World Issues: Moral & Spiritual Well Being | Ethical Debates: Newspaper Articles – Assisted Suicide (Article on the story of Raymond Cutkelvin) & Separating conjoined twins (Article on Solomon Twins): | **Lecturer Activities:** Reading newspaper articles / Asking questions / Promoting discussion  **Learner Activities:** Reading case studies / answering questions / joining in class discussion | Newspaper articles / Question sheets | Feedback from questions / discussion / Reflective tutorial diary | R2 / W1 / W3 / W4 / W6 / SL1 / SL6 |
| 14-10th December | Current World Issues: Poverty | Tackling poverty in different countries | **Lecturer Activities:**  Leading activities / promoting discussion / Asking questions  **Learner Activities:**  Completing activities, providing feedback , answering questions | Handouts / Power point / Pen / Paper / Whiteboard | Feedback from activities / Reflective tutorial diaries | R3 / W1 / W3 / W4 / W6 / W7 / SL1 / SL6 |
| 15-17th December | Current World Issues: The Elderly | Risks for the elderly in the Winter | **Lecturer** **Activities:**  Providing assistance where required during activities / Promoting class discussions  **Learner Activities:**  Completing activities / providing feedback / contributing to class discussions | Handouts / Power point / pens / paper / white board | Feedback from activities / Reflective tutorial diaries | R3 / W1 / W3 / W4 / W6 / W7 / SL1 / SL6 |
| 16-24th December | **Christmas Hols** |  |  |  |  |  |
| 17-31st December | **Christmas Hols** |  |  |  |  |  |
| 18 -7th January | One to one’s / ILP’s | Review of targets set / Individual discussion of own experiences in College / A.O.B | **Lecturer Activities:** Conducting one to one discussions  **Learner Activities:** Participating in one to one discussions | ILP Paperwork / Individual tutorial records | Students success on course / Reflective tutorial diary | W3 / SL1 |
| 19-14th January | One to one’s / ILP’s | Review of targets set / Individual discussion of own experiences in College / A.O.B | **Lecturer Activities:** Conducting one to one discussions  **Learner Activities:** Participating in one to one discussions | ILP Paperwork / Individual tutorial records | Students success on course / Reflective tutorial diary | W3 / SL1 |
| 20-21st January | Budgeting and finance | Review of own finances / How can you save money? | **Lecturer Activities:** Leading activities / asking questions, promoting discussion  **Learner Activities:**  Participating in brainstorm , class discussion, answering questions | Whiteboard / Pens / Paper | End of session recap / Reflective tutorial diaries | W1 / W3 / SL1 / N2 |
| 21-28th January | Budgeting and finance | Independent living and finances – Considering costs / Living arrangements in University – Halls of Residents / Student Houses  (Talks to be organised with learner services – Funding in HE- PN1 forms) | **Lecturer Activities:** Brainstorming costs, asking questions  **Learner Activities:**  Brainstorming costs, participating in discussion | Whiteboard / pens / paper | Q & A Session / Reflective tutorial diaries | W1 / W3 / SL1 / N2 |
| 22-4th February | Budgeting and finance | Student accounts available – Guest Speaker (Mr Curtis, Barclays Bank) | **Lecturer Activities:** Listening to talk  **Learner Activities:** Listening to talk / Asking questions | Power point / Guest Speaker | Q & A Session throughout / Reflective tutorial diaries | R3 |
| 23-11th February | **Half Term** |  |  |  |  |  |
| 24- 18th February | Health and Emotional Wellbeing  http://www.wales.nhs.uk/sites3/gallery/947/heart1.jpg | The Dangers of Binge Drinking – The effects of alcohol on the body / Dangerous situations you could get into as a result of binge drinking / Looking after yourselves | **Lecturer Activities:**  Providing assistance where required during activities / promoting discussions / asking questions / Controlling DVD  **Learner Activities:**  Completing activities / participating in discussions / watching DVD | Case Studies / DVD / Whiteboard | Q & A Session / Reflective tutorial diary | R4 / SL1 / W7 |
| 25-25th February | Health and Emotional Wellbeing  http://www.wales.nhs.uk/sites3/gallery/947/heart1.jpg | The Dangers of Drugs – Different types of drugs / What they do to your body / Case studies | **Teacher Activities:**  Controlling DVD and promoting discussion / asking questions  **Learner Activities:** Watching DVD, answering questions, contributing to group discussion | DVD, question handouts to go with DVD | Q & A Session / Reflective tutorial diary | R4 / SL1 / W7 |
| 26-4th March | Health and Emotional Wellbeing  http://www.wales.nhs.uk/sites3/gallery/947/heart1.jpg | The Importance of Healthy Eating – Food diaries / Evaluating your own diet | **Teacher Activities:**  Explanation, providing assistance where required  **Learner Activities:**  Listening to what’s required / Completing task | Handouts / Power point / Whiteboard | Q & A Session / Reflective tutorial diary | N2 / R2 / SL1 / SL6 |
| 27-11th March | Health and Emotional Wellbeing – Smoking  http://www.wales.nhs.uk/sites3/gallery/947/heart1.jpgFlag-Wales | The effect of smoking of smoking on your body – Linked with no smoking day 13th March | **Teacher Activities:**  Promoting discussion of statistics / asking questions / explanation  **Learner Activities:**  Answering questions on data / Participating in discussion / note taking | Statistical data handouts / Whiteboard / Power point | Q & A Session / Reflective tutorial diary | W6 / SL6 / N2 |
| 28 – 18th March | Health and Emotional Wellbeing – Stress  http://www.wales.nhs.uk/sites3/gallery/947/heart1.jpg | Stress and your body’s response – Weakening of the immune system and illness links | **Teaching Activities:**  Explanation, Promoting discussion, Asking questions, Providing assistance when required during exercises  **Learner Activities**  Note taking, Answering Questions, Completing Activities, Participating in discussion | Handouts / Whiteboard / Power point Pens / Paper | Q & A Session / Reflective tutorial diary | R3 / W1 / W3 / W4 / W6 / W7 / SL1 / SL6 |
| 29-25th March | Health and Emotional Wellbeing – Stress  http://www.wales.nhs.uk/sites3/gallery/947/heart1.jpg | Coping with stress – Which types of method do you use? Problem focused or emotion focused? Positive stress management strategies | **Teacher Activities:** Providing assistance during activities / Promoting discussion & feedback  **Learner Activities:**  Completing activities / Providing feedback / Participating in discussion | Handouts / Power point / Pens / Paper | Q & A Session / Reflective tutorial diary | R3 / W1 / W3 / W4 / W6 / W7 / SL1 / SL6 |
| 30-1st April | **Easter Hols** |  |  |  |  |  |
| 31-8th April | **Easter Hols** |  |  |  |  |  |
| 32 -15th April | One to ones – ILP Review | Review of targets set / Individual discussion of own experiences in College / A.O.B | **Lecturer Activities:** Conducting one to one discussions  **Learner Activities:** Participating in one to one discussions | ILP Paperwork / Individual tutorial records | Students success on course / Reflective tutorial diary | W3 / SL1 |
| 33-22nd April | One to ones – ILP review | Review of targets set / Individual discussion of own experiences in College / A.O.B | **Lecturer Activities:** Conducting one to one discussions  **Learner Activities:** Participating in one to one discussions | ILP Paperwork / Individual tutorial records | Students success on course / Reflective tutorial diary | W3 / SL1 |
| 34-29th April | Preparation for Lifelong Learning and Employment | Guest Speaker – Support worker jobs in the NHS / How to apply – NHS Website | **Lecturer Activities:**  Organisation of guest speaker and listening to advice  **Learner Activities:**  Listening to talk / Familiarising themselves with NHS jobs website | Computer room / Computers | Reflective tutorial diary / Successful completion of application forms | R4 / W1 / SL1 |
| 35- 6th May | **May Bank Holiday Monday** |  |  |  |  |  |
| 36 -13th May | Preparation for Lifelong Learning and Employment | NHS Website & other job sites – Job searches / Part Time / Full Time & Seasonal positions | **Lecturer Activities:**  Explanation, providing assistance where required  **Learner Activities:**  Listening to what’s required / Completing task | Computers / Books / Library | Jobs found / Reflective tutorial diary | R4 / W1 / SL1 |
| 37-20th May | Preparation for Lifelong Learning and Employment | NHS Website & other job sites – Job searches / Part Time / Full Time & Seasonal positions | **Lecturer Activities:**  Explanation, providing assistance where required  **Learner Activities:**  Listening to what’s required / Completing task | Computers / Books / Library | Jobs found / Reflective tutorial diary | R4 / W1 / SL1 |
| 38-27th May | **Half Term** |  |  |  |  |  |
| 39-3rd June | Overall grades | Completion of overall grades for course / check from subject tutors / Preparing for SRF’s | **Lecturer Activities:**  Signing individual students grades off  **Learner Activities**: Checking of overall grades for individual units with lecturer & Signing off | Grading sheets | Overall grade received for course / Reflective tutorial diaries | W1 / SL1 / R6 |
| 40 -10th June | Overall grades | Booking individual appointments with course tutor for SRF’s to be sanctioned | **Lecturer Activities:** Organisation of students / dates & times  **Learner Activities:** Arranging appointments | Appointment timetable handout | Overall grade received for course / Reflective tutorial diaries | SL1 / W1 |
| Notes: | | | | | |  |