**U6 BTEC INDUCTION**

**4th September 2019**

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**BTEC Health &**

**Social Care Course**

**INDUCTION ACTIVITY CHECKLIST**

Please tick when completed and fully understood.

|  |  |
| --- | --- |
| **Activity** | **Tick when completed** |
| H & Sc Timetable and room allocation  |  |
| **Re-Cap** |  |
| * Departmental aims
 |  |
| * Assessment policy & procedures
 |  |
| * Sources of information
 |  |
| * College review system
 |  |
| * Appeals procedure
 |  |
| * Structure of the course
 |  |
| * Standards & expectations
 |  |
| * Ground rules
 |  |
| * Learner Agreement
 |  |
| * Employability skills
 |  |
| **Coursework work recap & review of progress to date**  |  |
| **Student ‘shopping list’** – * Coloured dividers
* Highlighter pens
* A4 paper
* Pens
 |  |
| **VESPA – review and evaluation of skills and targets for on-going improvement.** |  |
| **Re-cap on Study Skills -*** Yr 2 virtual learning environment via ‘Connect’
* Time management and organisation (Yr 2 shorter year)
* Presentation of your coursework
* Spell check and proof reading your work
* Independent research
* Constructing a Bibliography and referencing your work
 |  |
| **UCAS/ Personal Statements progress**  |  |
| **Work experience** |  |



Welcome back to your BTEC Health & Social Care studies. We hope that you’ve enjoyed your Summer break and are ready for the new challenges that you face going into Yr 2 of your studies.

Best Wishes & good luck with your studies

Pam, Tracey & Peter (The Health & Social Care course tutors)

# Health and Social Care Department Ethos & Aims

As a team, we aim to instil aspiration and to empower students to achieve anything and everything they set their minds to.

Encourage the development of you as an individual student to achieve your full potential and make your experience of learning both interesting and challenging

We work hard to create a learning environment that is based on Christian values and mutual respect, where the consideration for others is paramount.

We take the responsibility of nurturing our students to become the carers of the future very seriously, and therefore, through the curriculum advance the development of practical skills and the personal qualities of care and compassion.

**Important Dates for your Student Diary – work placements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Upper/Lower 6th** | **Course** | **Day per week or 1 week block Placement** | **Date to begin** | **Date to complete** |
| Upper | BTEC Health and Social | 1 week block | 21st Oct 2019 | 25th Oct |
| Upper | BTEC Health and Social | Day per week | 15th Jan 2020 | 25th March (11 weeks) |

**The Health & Social Care Year 2**

**BTEC Subsidiary Diploma –**

**Tracey Coster** Unit 2, 3, 7, 8, 48

**BTEC Diploma –**

Pam Maggs Unit 8, 6, 44

Peter Bruce Unit 5, 22, 25

**The Health & Social Care Team**

**The Health and Social Care tutors you will work with are:**

**Pam Maggs Head of Department Email :** **pam@carmel.ac.uk**

**Peter Bruce Subject Tutor Email:** **peterb@carmel.ac.uk**

**Tracey Coster Subject Tutor & Lead Standards Verifier**

 **Email:****traceyc@carmel.ac.uk**

**Outside of lessons you can find Health & Social Care Staff in their Health & Social Care Work base: Room W016.**

**Victoria Moran is the Health and Social Care and College Work Placement Coordinator.**

**Victoria Moran Email:**  **victoria@carmel.ac.uk**

**Victoria is based in student services if you need to speak to her face to face about DBS checks or work experience placements or hand in any work placement paperwork.**

**The faculty Curriculum Leader is:**

**Peter Murphy Email:** **Peter@carmel.ac.uk**

**Peter is based in the Business department in the Campion building**

**STANDARDS & EXPECTATIONS! (Please refer to document on Health & Social Care Connect)**

**WHAT YOU CAN EXPECT FROM THE STAFF**

* Commitment and Dedication to You.
* Friendliness and professionalism.
* A sharing of the responsibility with students for the successful running and development of the course.
* A willingness to give guidance, help and advice on matters of an academic and personal nature.
* Responsiveness to your ideas, opinions and suggestions.
* Regular coursework tasks which will be assessed with constructive written feedback to help you to improve your work.
* Teaching and learning materials regularly up-dated and added on Connect site (VLE) to help you with your studies.

**WHAT STAFF EXPECT OF YOU**

* Adhering to the department’s Standards and Expectations.
* Adhering to mutually agreed ground rules.
* Adhering to your Learner Agreement.
* A mature and responsible attitude to College work.
* A respect for the environment in which we all work (tidiness).
* A continuous effort to develop all your skills.
* Checking your Carmel College email account on a daily basis and responding appropriately to any email requests.
* Turn off mobile phone and keep in bag during the lesson as a mobile phone ringing/bleeping distracts other learners in your teaching group

**VESPA- Review, Evaluation and Target Setting**

Now that you have completed your Year one studies you know that learning is concerned with developing skills. There are five crucial skill areas that you will continue to develop during Year 2 of your Health and Social Care studies. This will help you to achieve your full potential and achieve your targets and goals. These are referred to as VESPA:

**Vision:** How well do you know what you want to achieve?

**Effort:** How many hours of independent work do you do?

**Systems:** How do you organise your learning and organise your time?

**Practice:** What kind of work do you do to practice your skills?

**Attitude**: How do you respond to setbacks?

In order to develop your skills you must be able to measure their present level and identify areas that you need to improve and set yourself targets for improvement.

**Employability skills & the Year 2 Learner Agreement**

The points in your learner agreement below relate specifically to developing your employability skills:

* A positive attitude: a ‘can do’ approach, good work ethic and willingness to learn
* Good personal presentation
* Reliability – Attendance & timekeeping and personal organisation
* Team working, collaboration and co-operation

This is your Departmental work contract – like an employment contract that you would have to sign in the world of work. Adhering to the department’s Learner Agreement, Standards & Expectations and mutually agreed Ground Rules will help ensure that you have a positive reference written about your skills and personal attributes. These references are provided by the staff to support your applications for Employment, Apprenticeships, Voluntary work Employment etc.

**BTEC (Yr 2) Health & Social Care 2019 20 LEARNER AGREEMENT**

All students within the department of Health & Social Care should ensure the following:

1. That I will abide by the department’s standards, expectations & mutually agreed class ground rules and contribute positively to the learning environment.
2. Display my ID card in its lanyard at all times whilst on the College premises.
3. That I attend ALL lessons, ALL subject tutorials, and any other sessions/meetings that are organised on behalf of the Department eg library induction.
4. I will be punctual to ALL lessons, meetings, work placements etc.
5. I will display appropriate conduct at all times during work placements as students are representing Carmel.
6. I will respond promptly to the Work Placement Co-ordinator’s (Victoria Moran) emails/requests. Complete all work experience placement forms/ paperwork/DBS by the agreed deadlines.
7. I will display appropriate conduct at all times during work placements as students are representing Carmel
8. I will work to the best of my ability.
9. That I submit/upload work on time to the appropriate assessment folder on Connect.
10. I will adhere to the BTEC assessment policy.
11. That I will save all class and homework to the computer hard drive via my College user area, the Cloud, memory stick and then e-mail all work as an attachment to their college address.
12. That I have the required printing credit to print off required work before the deadlines.
13. That I treat other people and property with respect.
14. That I will return or pay for all resources loaned for their study.
15. Read and respond to Carmel and departmental emails promptly on a daily basis.

 ***DECLARATION***

I understand that I must fulfil course requirements in terms of satisfactory work submission and examinations (if part of the programme), and that if I fail to do so, parents will be informed and disciplinary action may be taken. I also understand that progression into a further year of study within Health & Social Care is not automatic and depends on satisfactory completion of all the terms of this contract.

Signature…………………………………………………………………………………… Date………………………………………………………………………………….

**Please click onto the following Pearson (exam board) link to read more about the Year 2 units that you will be studying during the course of your BTEC Health & Social Care studies:**

**BTEC Subsidiary Diploma**

[https://qualifications.pearson.com/en/qualifications/btec-nationals/health-and-social-care-2010.html#tab-1](https://qualifications.pearson.com/en/qualifications/btec-nationals/health-and-social-care-2010.html%22%20%5Cl%20%22tab-1)

**BTEC Diploma**

<https://qualifications.pearson.com/en/qualifications/btec-nationals/health-and-social-care-2010.html#tab-3>

GOOD LUCK and we hope that you enjoy your studies.

