

OUTSTANDING TEACHING, LEARNING AND ASSESSMENT TECHNICAL SKILLS NATIONAL PROGRAMME

4d. Teachers' Notes – The Learner Introduction Booklet

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February 2018

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Teachers' notes – The Learner Introduction Booklet

The Learner Introduction Booklet can be used by schools and colleges offering the RQF Pearson BTEC Level 3 Extended Diploma in Health and Social Care to support progress in *Unit 6 – Work Experience in Health and Social Care*.

Schools and colleges offering alternative Health & Social Care courses could adapt the Learner Introduction Booklet and use their own versions, keeping the first page and adding other documents to match their own practices and course requirements.

The Learner Introduction Booklet has been adapted from the Pearson BTEC Level 3 Work Experience Log, which contains information and forms needed by the student to record professional development and practice. The Work Experience Log is 80 pages long and designed for both student and teacher use. The student's coursework must be completed on two of the forms included in the log, forms HSC AG3 and HSC AG5. Form HSC AG 7 is for teacher use.

The Learner Introduction Booklet includes only the forms from the Work Experience Log that are relevant to the employer, therefore forms HSC AG3, 4 and 5, as well as other detailed information, have been excluded.

The first page of the Learner Introduction Booklet is a personal introduction written by the student for the work placement which identifies their reasons for taking a Health and Social Care course, career aspirations and what they hope to achieve whilst on placement. Three goals are listed mirroring those listed in their coursework assignment. The second page explains the forms that complete the Learner Introduction booklet.

The following 2 pages have been taken from the 80-page long Pearson BTEC Level 3 Health and Social Care Work Experience log. It contains details about each of the included forms (HSC AG1, HSC AG2, HSC AG4, HSC AG7, Witness Statement). When each form should be completed is coloured in red text for easy reference.

Introduction to the Work Experience Log

This Work Experience Log gives you a tool to record evidence for Unit 6: Work Experience in Health and Social Care and will assist your engagement in continuing professional development and reflective practice. The log shows evidence of improving your own skills and developing your health and social care practice.

The log is designed to show that you have demonstrated good practice. It will help you focus your attention on how important reflective practice is to your health and social care qualification.

This document contains all the information and forms that you need to be able to compile your log throughout your period of study.

Demonstrating your skills

This Work Experience Log is a record of how you have developed your skills in a health and social care context. It should be indexed and page numbered. It comprises the following forms.

- **Form HSC AG 1 – Record of hours in placement weekly timesheet** – You must **complete this form each week** of your placement to record the hours you spend on placement.
- **Form HSC AG 2 – Work experience induction form** – You must **complete this form at the start of your placement** to record that you know what is expected of you and your responsibilities. You must also confirm that you have read and understood health, safety and security, safeguarding and emergency procedures for the setting.
- **Form HSC AG 4 – Learner self-assessment of work skills** – You must **complete these forms during your placement**. It is not expected that you will be able to develop every skill during your hours of work placement, but you must ensure that you are aware of the skills that you have developed and that you record evidence for these skills. These forms will be reviewed by your Work Placement Supervisor who will sign and date them. They will also be countersigned by your course teacher in Part 2 of the form who will provide a summative commentary at the end of your placement.
- **Form HSC AG 7 – Work Placement Supervisor interim/final report** – This is completed by your Work Placement Supervisor **during your placement**. Your Work Placement Supervisor must produce a final report of your progress during the placement.
- **Witness statement** – A witness statement is used **during your placement** to provide a written record of learner performance against targeted assessment criteria.

How to complete the forms

Form HSC AG 1 – Record of hours in placement

This form is designed to help you keep track of your attendance on placement. This form will show whether you have been punctual and disciplined in your approach to time keeping.

Form HSC AG 2 – Work experience induction form

When you start your work placement you must have an interview with your Work Placement Supervisor, so that you understand what will be expected of you during your work placement. This form will help to record this interview, and confirm that you are aware of your hours of attendance and responsibilities. You must also read certain procedures used by your setting, including procedures for health and safety, security, safeguarding, and emergency procedures. You must use this form to confirm that you understand these procedures.

Form HSC AG 4 – Learner self-assessment of work skills

This form is designed to help you to identify the areas you need to concentrate on during your work experience placement. The form is a working document to help you identify the skills you developed during the placement.

If you are undertaking more than one placement with different settings, you may have the opportunity to address the same skills when working with different age groups, for example interacting with children or older people at snack/mealtimes. However, you will not be required to address each skill for every age group.

When you complete this self-assessment at the end of your placement(s), try to focus on skill areas that need further development and how you might plan to address them.

Form HSC AG 7 – Work Placement Supervisor interim/final observation report

While you are on placement it is essential that you ask your Work Placement Supervisor to assess your professional practice skills. It is best practice that the Work Placement Supervisor should record and date any formative feedback on the Form HSC 7. This formative feedback should be recorded with the term 'interim' circled on the Form HSC 7.

For you to gain sufficient evidence to be able to reflect and complete your placement(s), the Work Placement Supervisor **must** provide you with final feedback. The Work Placement Supervisor's final feedback should be recorded on a separate Form HSC 7 with the term 'final' circled on the document.

You will note that the criteria for both the Work Placement Supervisor and teacher are the same. It is important that the signatory is clearly identified on Form HSC 7.

Witness statement

Anyone in the placement who has witnessed the skills being demonstrated can complete this witness statement. It can be someone who does not have direct knowledge of the qualification, unit or evidence requirements as a whole, but who is able to make a professional judgement about the performance of the learner in the given situation.