

BTEC Extended Diploma in Health & Social Care



Welcome To College Day Summer Work Book

Name:

Hello!

Welcome to BTEC Health & Social Care. The work we have asked you to complete is part of the first module of study on *Communication Methods in Health and Social Care* and will count towards your first assignment.

We thought you might like a little additional help and some advice about how to tackle the tasks in this Summer Work Book Work Book, so that you will have everything ready for your first day with us in September. So here's what you'll need to do...

1. **Complete all sections of the work book.** (You can do this by hand in this copy or you can download a copy from MOODLE (our intranet), or the dedicated college page on our website, save it as a word document and complete it electronically.)
2. **Make sure your name is on the document.**
3. **Use a wide range of resources** e.g. textbooks, journals, magazines, internet etc.
4. **Harvard Reference all your work** – see the next page on how to Harvard Reference
5. **Create a bibliography**

THE HARVARD REFERENCE SYSTEM - MADE EASY!!

Throughout your studies you will be doing written work to show that you have a good grasp of the knowledge of your course. This is a great opportunity to show what you know. You can do this in your written work by quoting small amounts of text you have read. This is called referencing.

Here is an easy step-by-step guide to referencing...

Harvard Referencing

Most courses ask students to reference using the Harvard system. It is used when you provide a full book reference list at the end of your piece of work, and you make references to specific pages from those books in your text. There are TWO parts to this system:

1. You write your quote out, and in brackets, put the author name, date and page.
2. Then you provide a list of books you have referenced from at the end of your written work ("bibliography").

Here is an example...

You have read about Tuckman's Sequential Theory by Bruce Tuckman. It is on page 19 of the course BTEC Level 3 textbook.

This is what you would put in your written work:

"In the FORMING phase, individuals can be quite nervous, quiet and self-conscious about what they are doing".

Tuckman	(2010)	P.19
(Author name)	Year of publication	Page number

This is what you put at the end of your written work (in the "bibliography"):

Tuckman, B.	(2010)	BTEC Level 3 Health and Social Care	Pearson
Author's surname & initials	Date of publication	Full title of the book	Name of the publisher

You will find the year of publication and the name of the publisher in the front of the book

Constructing a Bibliography

This must be presented in alphabetical order.

We suggest the **Harvard Referencing System**, which uses the following order: author surname, initial, date, title of publication, place of publication, publisher.

When an author has written two books in a year, it is normal to use 'a' or 'b' to distinguish them in the text.

Author surname	Initial/s	Date	Title of publication	Place of publication	Publisher
Mill	J S	1985	On Liberty (1859) ed. Himmelfarb	London	Penguin Classics

Webliography

It seems sensible to follow bibliographical convention, and present this in alphabetical order.

The following recommendation includes all the essential elements required in the citation of a website:

Author	Publication date	Page title	Site title	URL (page, not site)	Date accessed

Welcome To College Day - Summer Work Extension Task

This work needs to be completed for the first week back. You will also need to reference the work using the HARVARD METHOD...

In the box below, describe what communication is? Give an example to illustrate your writing.

Explain why communication is important in Health and Social Care (H & SC) settings?

Complete the table below...

<p>Explain the following different forms of communication</p>	<p>Explanation</p>	<p>Provide examples related to health and social care settings</p>
<p>Verbal (oral) communication e.g. to give information, to obtain information, to exchange ideas</p>		
<p>Non-verbal communication, include posture body language tone of voice gestures facial expressions</p>		

<p>Written communication, e.g. person who uses services history, monitoring people who use services' health, menus, care plans; include, letters care plan personal history</p>		
<p>Electronic communication, include email phone networking</p>		

Makaton

Braille

**British Sign
Language (BSL)**

Interpreters

Unit 6 Personal Professional Development (PPD)

Work Experience Section

As you are aware you will study Unit 6 PPD across both year 12 and year 13. It is a requirement that; to successfully complete Unit 6; you must undertake at least 3 different work placements in the 3 different sectors - Social Care, Early Years and Health. It is proposed that during year 12 you will complete two 1 week placements and in year 13 you will complete one 1 week work placement.

Before you can go on your work placements it is a requirement from the Health & Social Care Sectors that you complete a DISCLOSURE AND BARRING SERVICE (DBS) APPLICATION.

You will complete a DBS form once you start at college in September. The cost of the DBS is approximately £60.00 and you are responsible for this payment (details of how to pay will follow in September). Once you have completed the DBS check your Unit 6 teacher will start to talk to you about Work Placements. However, over the summer holidays, do have a think about where you might like to go.

The dates of your placements are as follows:

Year 12 Week 1 February 2019

Year 12 Week 2 March 2019

Year 13 Week 3 November 2019

The table below gives you some examples of organisations in each of the 3 sectors. This list is not exhaustive.

Social Care Sector	Child Development Sector	Health Sector
Care Homes Day care Centres Small Community Homes Learning disability/Speech Therapy Organisations - Affinity Trust Charities RNIB Residential Homes	Primary Schools Play groups Nurseries Special Schools Family Centres Barnardo's charity Childline	Hospitals Dental practices Opticians Chiropodists Health Centres/Health Visitor Physiotherapist Sports Therapists Dieticians Alternative Health - Homeopaths Community Health Community Nurse Mencap