

BTEC Level 3 Subsidiary Diploma in Health & Social Care



Welcome To College Day Summer Homework Book 2019

Name:

INTRODUCTION TO YOUR TASK:

Welcome to BTEC Subsidiary Health & Social Care. The work we have asked you to complete is part of the first unit of study on Communication in Health and Social Care and will support you 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, 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 summer work task booklet.** You need to **describe** what communication is and provide **examples** of this. Then go on to **research** the different forms of communication and **explain** each. For each type of communication provide an **example** how it would be used within **H&SC settings**.
2. **Make sure your name is on the document.**
3. **Use a wide range of sources to support you** e.g. textbooks, magazines, internet
4. Have a go at '**Harvard Reference**' of your work – see page 8 at the end of the this document on how to Harvard Reference
5. Have a go at creating a **bibliography/Webliography** (page 9)

PLEASE NOTE: you need to submit this in the first H&SC lesson

Insight into what Unit 1 is about....

This is a core unit within the programme, recognising the fact that effective communication is central to all work in the health and social care sectors. Professionals within the sectors require good communication and interpersonal skills to perform their roles effectively work cooperatively with colleagues and build supportive relationships with people using services. It is, therefore, important for all those embarking on a career in the health or social care sectors to gain knowledge, understanding and the skills associated with communication, so that they are able to develop effective interpersonal skills.

Learning outcomes

On completion of this unit a learner should:

1. Understand effective communication and interpersonal interaction in health and social care
2. Understand factors that influence communication and interpersonal interaction in health and social care environments
3. Understand ways to overcome barriers in a health and social care environment
4. Be able to communicate and interact effectively in a health and social care environment.

Welcome To College Day - Summer Homework Task

This work must be completed for the first week back.

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

Example

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 (E.g. Hospitals, day care centres, residential care homes...)</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		

THE HARVARD REFERENCE SYSTEM!!

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 pages 19 to 20 of the course BTEC textbook.

This is what you would put in your written work:

“The first stage forming phase, refers to people meeting for the first time and sharing information”.

Stretch, Whitehouse	2010	(p19)
(Author name)	Year of publication	Page number

This is what you in the “bibliography”...

Stretch, Whitehouse	2010	BTEC Level 3 Health & Social care Book 1	Pearson Education Limited
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