

1. **Complete all sections of the workbook.**
2. **Make sure your name is on the document.**
3. **Use a wide range of resources** e.g. textbooks, journals, magazines, internet.
4. **Have a go at Harvard Referencing all your work** – (Guidance at the end of your booklet)
5. **Give it a go at creating a bibliography** (At the end of your booklet)

Your task is to;

Research roles and responsibilities of key professionals in Education & Early Years

Define roles and responsibilities

Professionals	Their roles and responsibilities, skills and attributes	Give examples of how they work with children (ages 0-19)
Early Years Practitioner		
Professionals	Their roles and responsibilities	Give examples of how they work with children (ages 0-19)
Early Years Educator		

Room Leader		
Professionals	Their roles and responsibilities	Give examples of how they work with children (ages 0-19)
Teaching Assistant		
Teacher/lecturer		

Head teacher		
Professionals	Their roles and responsibilities	Give examples of how they work with children (ages 0-19)
Special Educational Needs Disabilities Coordinator (SENDCO)		
Counsellor		

Designated Safeguarding Leader (DSL)		

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