

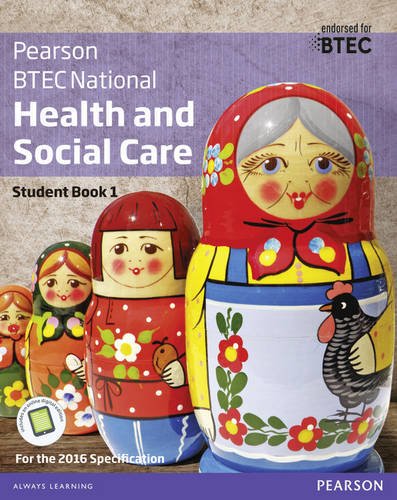
# Holy Cross Sixth Form College

***Health & Social Care***

# Upper Sixth BTEC Level 3 National

**Extended Certificate Handbook**

**2018-2019**



**Welcome back!**

You have now completed the BTEC CERTIFICATE in Health and Social Care and are studying towards your **EXTENDED CERTIFICATE** this year. It is equivalent in size to **one A Level.**

**What units do I have left?**

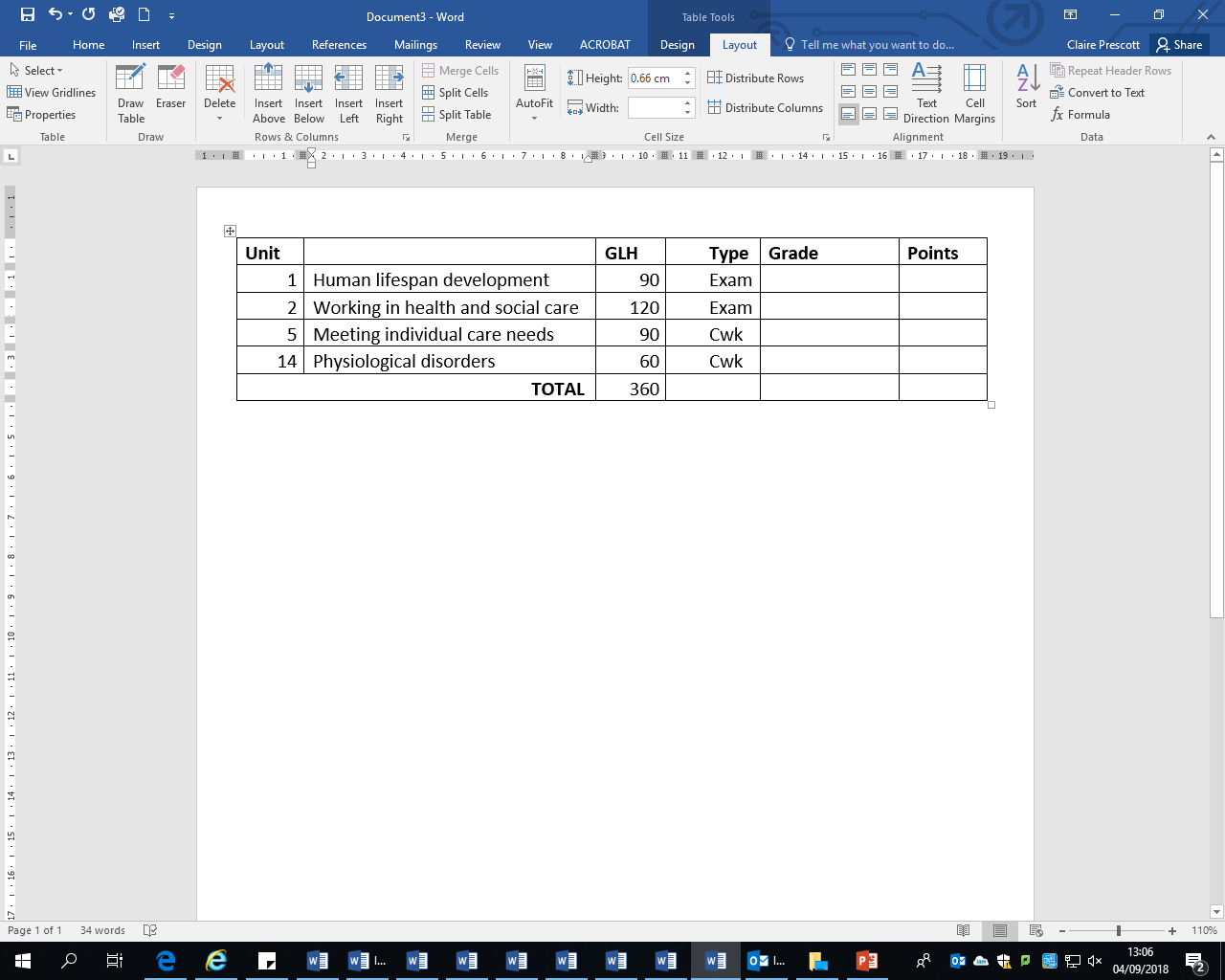
|  |  |  |  |
| --- | --- | --- | --- |
| **Lower sixth:** | | **GLH** | **Assessment** |
| Unit 1: | Human Lifespan development | 90 | External exam: 1.5 hour, 90 marks |
| Unit 5: | Meeting individual care and support needs | 90 | Internal coursework: 2 Assignments |
| **Upper sixth:** | |  |  |
| Unit 2: | Working in Health and Social Care | 120 | External exam: 1.5 hour, 80 marks |
| Unit 14: | Physiological Disorders and their Care | 60 | Internal coursework: 2 Assignments |

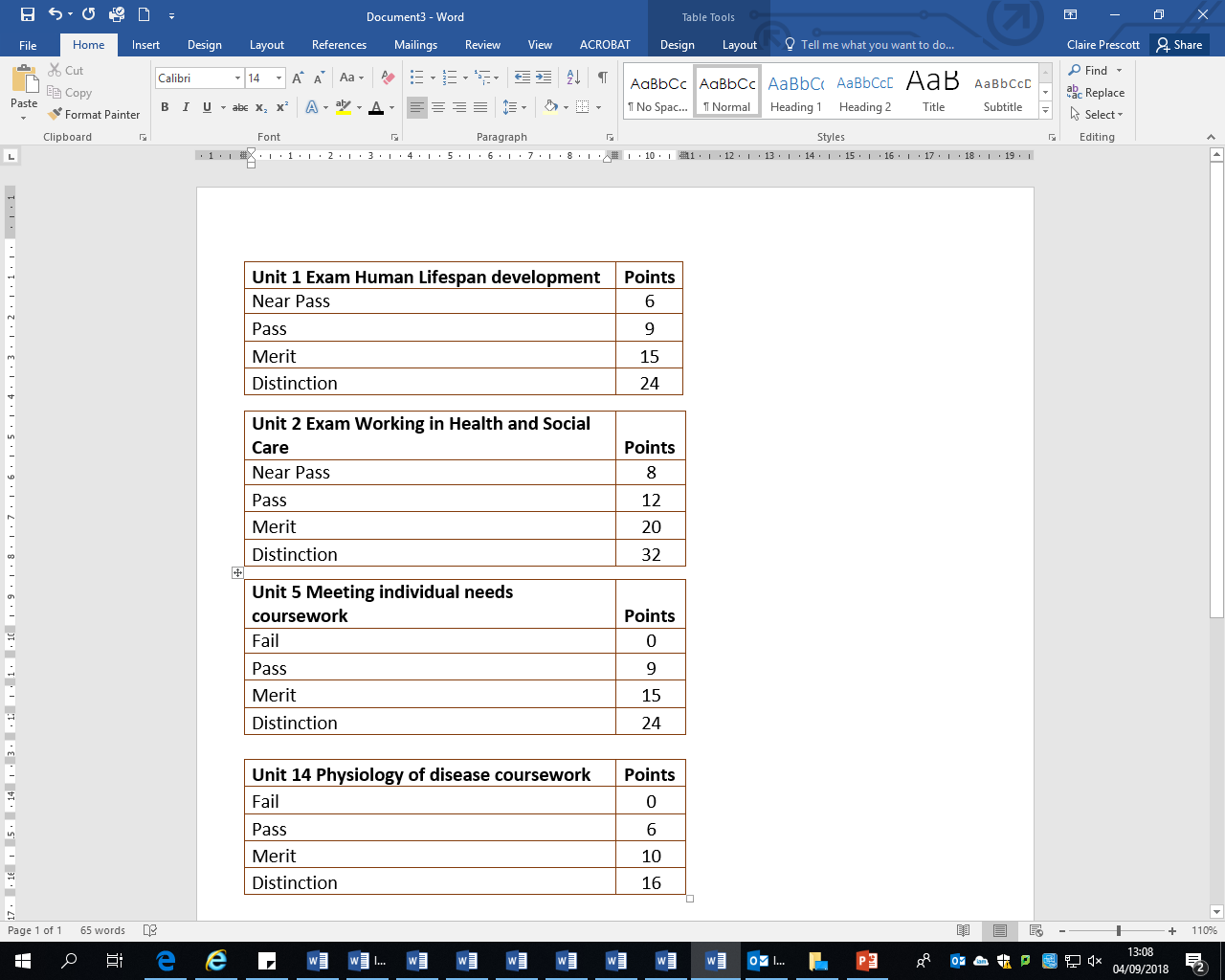
For the overall BTEC Extended Certificate you can be awarded:

|  |  |
| --- | --- |
| **Grade** | **A level equivalent** |
| Distinction\* | A\* |
| Distinction | A |
| Merit | C |
| Pass | E |

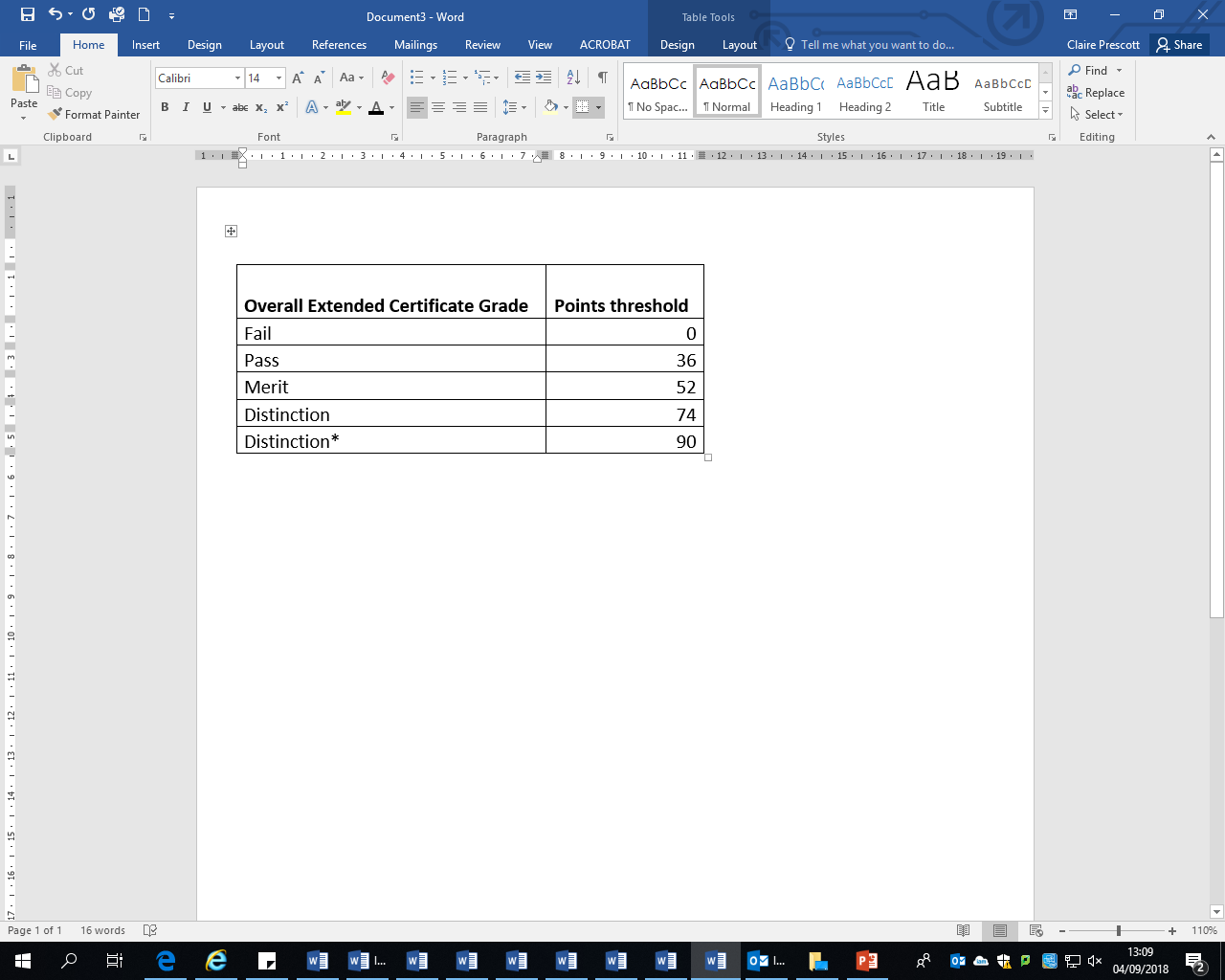
Your assessment calendar and assignment briefs will give you all details of your exam dates and deadlines, which will also be posted in the Health classroom and on the Health website at [www.hcchelath1.com](http://www.hcchelath1.com)

**What grades do I need in Upper sixth?**





Your Unit 1 and Unit 2 points will depend on your exam results



**What support will I receive?**

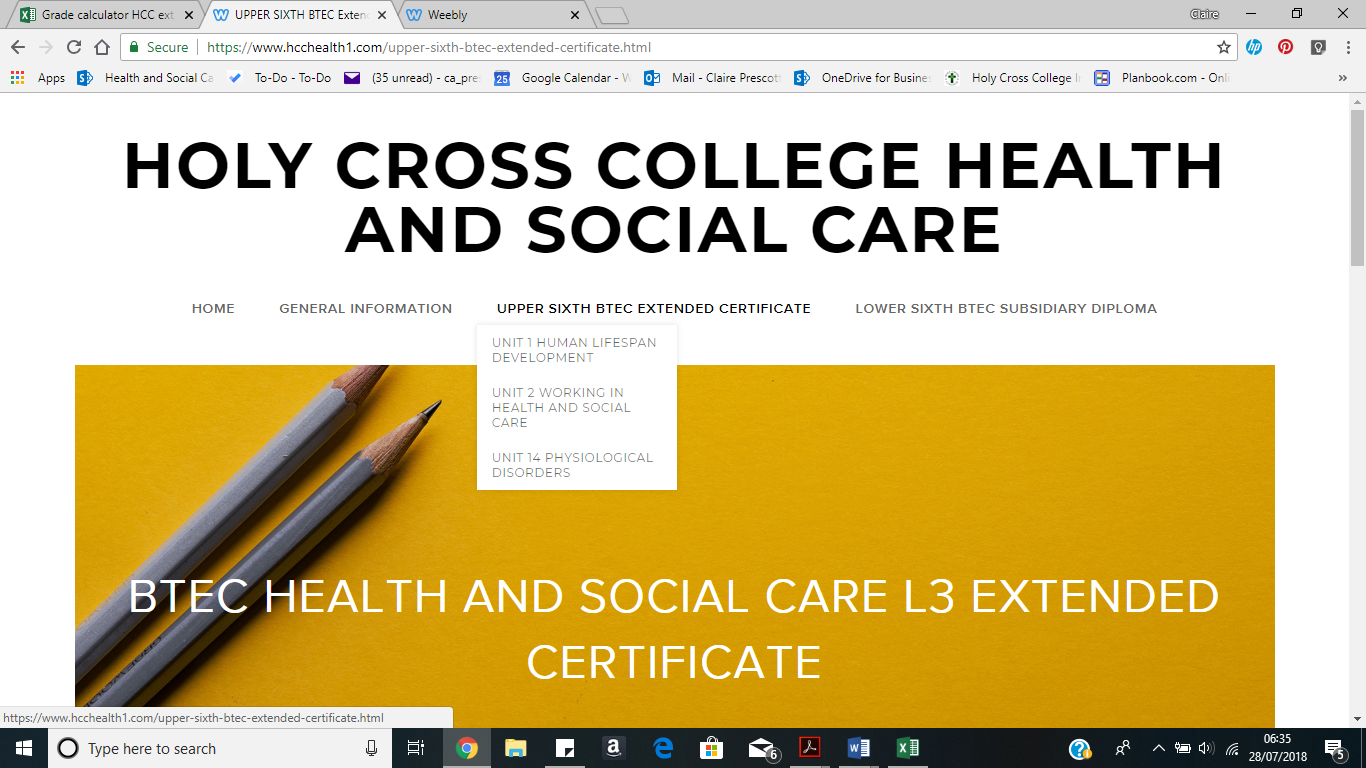
Staff are always available by email or in the Health office:

**Mrs Claire Prescott** [cap@holycross.ac.uk](mailto:cap@holycross.ac.uk)

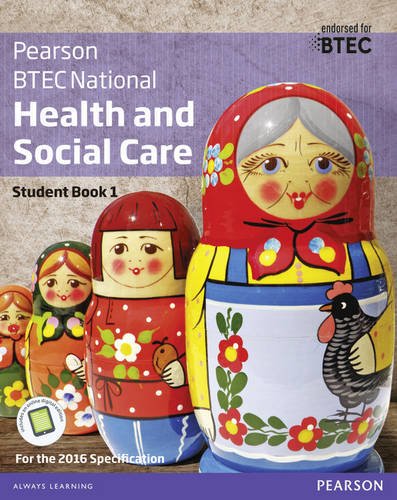
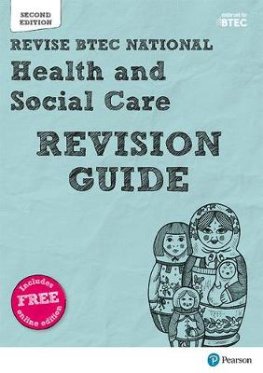
**Mrs Kate Porter** [kep@holycross.ac.uk](mailto:kep@holycross.ac.uk)

**Health at Holy Cross website:** [**www.hcchealth1.com**](http://www.hcchealth1.com)

All class resources, assignment briefs and the deadlines calendar are available on our department website:



**Course textbooks**



**Weekly support sessions - All welcome**

**Wednesdays at 1.20 in HS1**

**Mondays (by invitation only) at 4pm in HS1**

**Min of 5hrs independent work**

**Course Expectations**

|  |
| --- |
| Arrive on time to all lessons |
| Bring your file and equipment to every lesson |
| Keep a well organised file with ALL resources |
| Work hard in EVERY lesson |
| Respect others at all times |
| Use your free time in college to work on assignments and revision |
| Check emails regularly |
| Use the support to achieve your BEST |
| Write ALL work in your OWN WORDS |
| Submit work which is the best of your ability |
| Meet ALL deadlines |

**Work experience**

It is a **vital part** of your Health and Social Care course that you gain experience of working in the sector. Appropriate settings include:

● Residential / Nursing Care homes

● Day-care centres

● Children’s nurseries

● Hospitals

● GP surgeries

● Surestart Children’s centres

● Special educational needs schools.

Use the Careers Moodle page to start your search for a place relevant to your Career goals:

[**https://moodle.holycross.ac.uk/course/view.php?id=7#workexperience**](https://moodle.holycross.ac.uk/course/view.php?id=7#workexperience)

**Turnitin UK**

All assignments must be submitted on **Turnitin UK**.

Turnitin checks work for plagiarism. It will be checked against published work and against other work submitted for the assignment.

Turnitin also helps to save the environment … all work will be submitted and assessed electronically.

**Turnitin Setting up Account Instructions**

Please follow the stages below in order to set up your Turnitin account.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Stage** | **Instruction** | **Tick** |
| 1 | Go onto your college e‐mails. |  |
| 2 | You will have an e‐mail from **TurnitinUK** No Reply. |  |
| 3 | Go into the e‐mail and click on the website address link. |  |
| 4 | Enter your college e‐mail address and the password contained in the e‐mail. |  |
| 5 | You will then be asked to change your password (this should be your surname followed by your date of birth e.g. Smith231099) |  |
| 6 | Read the user agreement and select ‘I agree’. |  |
| 7 | You will now be signed in to Turnitin UK and should have the class **BTEC Health and Social Care, Instructor: Mrs. C Prescott** appearing on your screen. |  |

**Submitting Work on Turnitin UK**

1. Log in to Turnitin UK (www.turnitinuk.com). Remember to use your college e‐mail address.
2. Click on the correct course. The instructor name should be the same name as the teacher who has set you the assignment.
3. Go to the correct assignment and click Submit.
4. The Submission Title should be the assignment title (see assignment brief).
5. Choose the file location of your assignment and click upload.
6. Follow the instructions provided. An electronic receipt will be sent to your college e‐mail address.

**OneDrive**

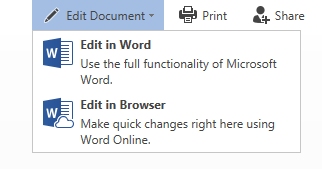
Losing work **will not be accepted** as an excuse for missing a deadline and the loss of work cannot be a reason for requesting an extension. Therefore, we recommend the use of One Drive. You will automatically have an account set up through your college e‐mail system.

**Instructions on how to use OneDrive**

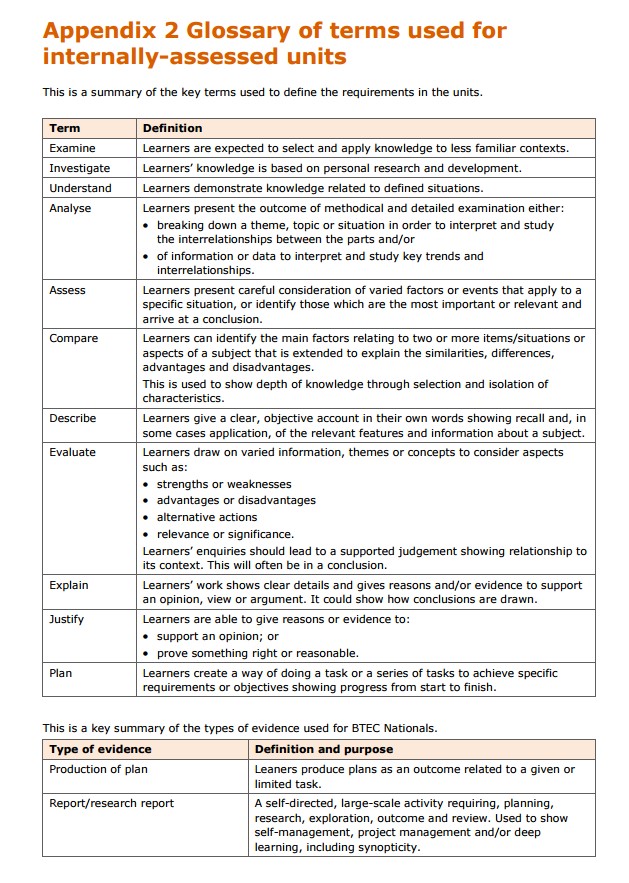
1. Open up a word document as normal.
2. Click ‘Save As’ click ‘One Drive – Holy Cross College’
3. Click on ‘OneDrive –Holy Cross College’ and Windows box will appear where you can save (or create) files. (Once you have used a folder a couple of times it will appear for you to save in).
4. To then access your work:
   1. Open Word click ‘File’ ‘Open’ and then you will have the option to open any of your OneDrive documents.
   2. OR, open up your e‐mails. Go to the top left hand corner and click on this icon: 

You will then have the option to open your OneDrive and you will be able to

access all files saved in your OneDrive.

1. When opening files direct from your OneDrive to edit your document. Click on ‘edit document’. You will have two options: (1) Edit in Word. This will open your document in Microsoft Word. You will then edit and save your document as you would when normally using Word. (2) Edit in Browser. This will allow you to edit work on Word Online and will save as you type. It does not have all the functions of the full Microsoft Word Software.
2. You can access your OneDrive from any computer device connected to the internet. Type in **‘outlook.com/holycross.ac.uk’** you will then be required to enter your college e‐ mail address and password. Alternatively, you can download the OneDrive APP (ios and Android versions are available).

Unfortunately, you cannot upload directly from your OneDrive to Turnitin. Therefore, when you are ready to upload your work to Turnitin you will need to save your work on to the college computer or your desktop. This can be done by either downloading the document from your OneDrive or using the ‘Save As’ function in Word.



**The Harvard reference system**

Most courses ask students to reference using the Harvard system.

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 in the 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 put 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.

This website has a useful tool to help you with referencing: **http://www.neilstoolbox.com/bibliography-creator/**

**Constructing a Bibliography**

This must be presented in alphabetical order. We use the **Harvard Referencing System,** which uses the following order: author surname, initial, date, title of publication, place of publication, publisher.

**EXAMPLE**

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

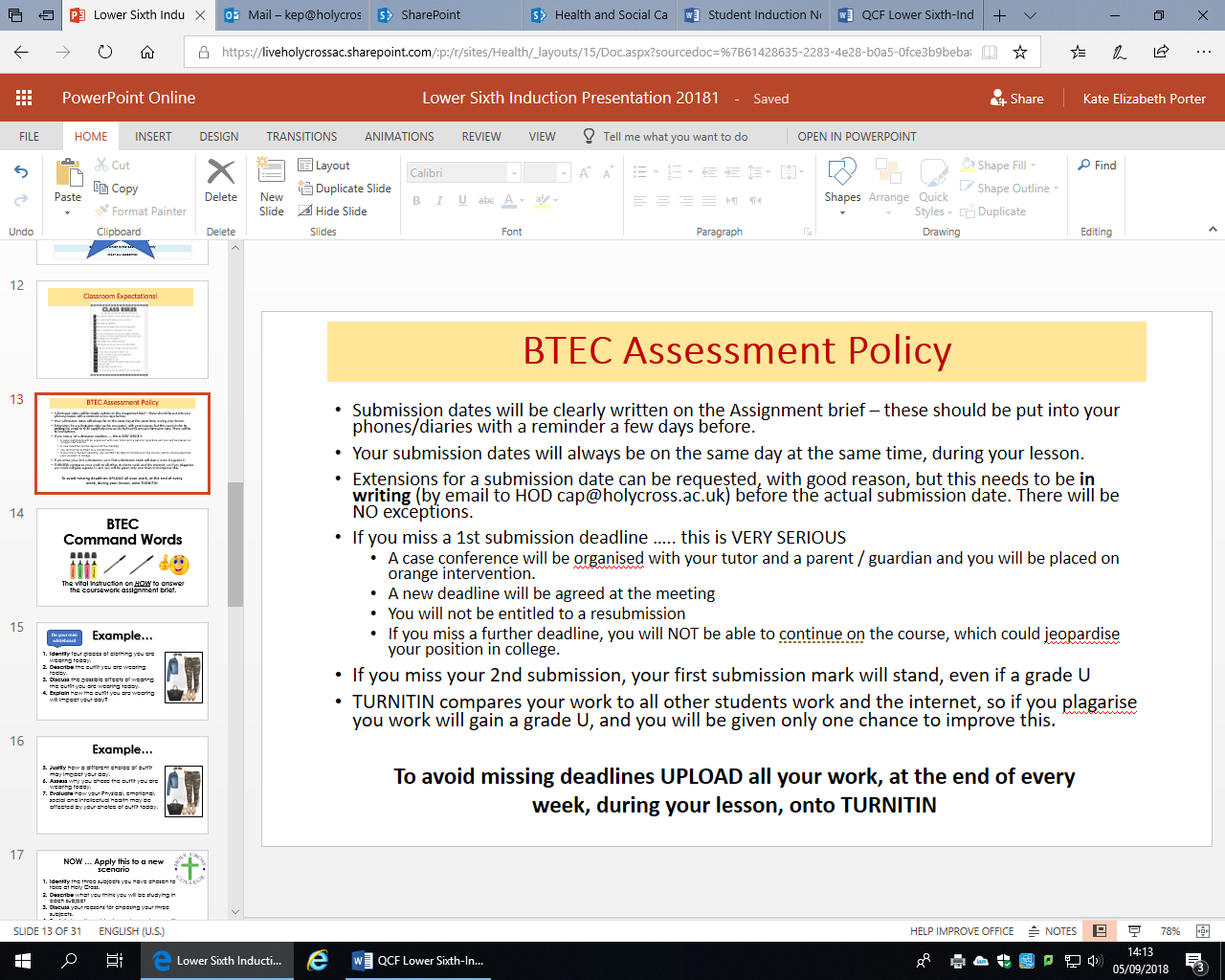
**Webliography**

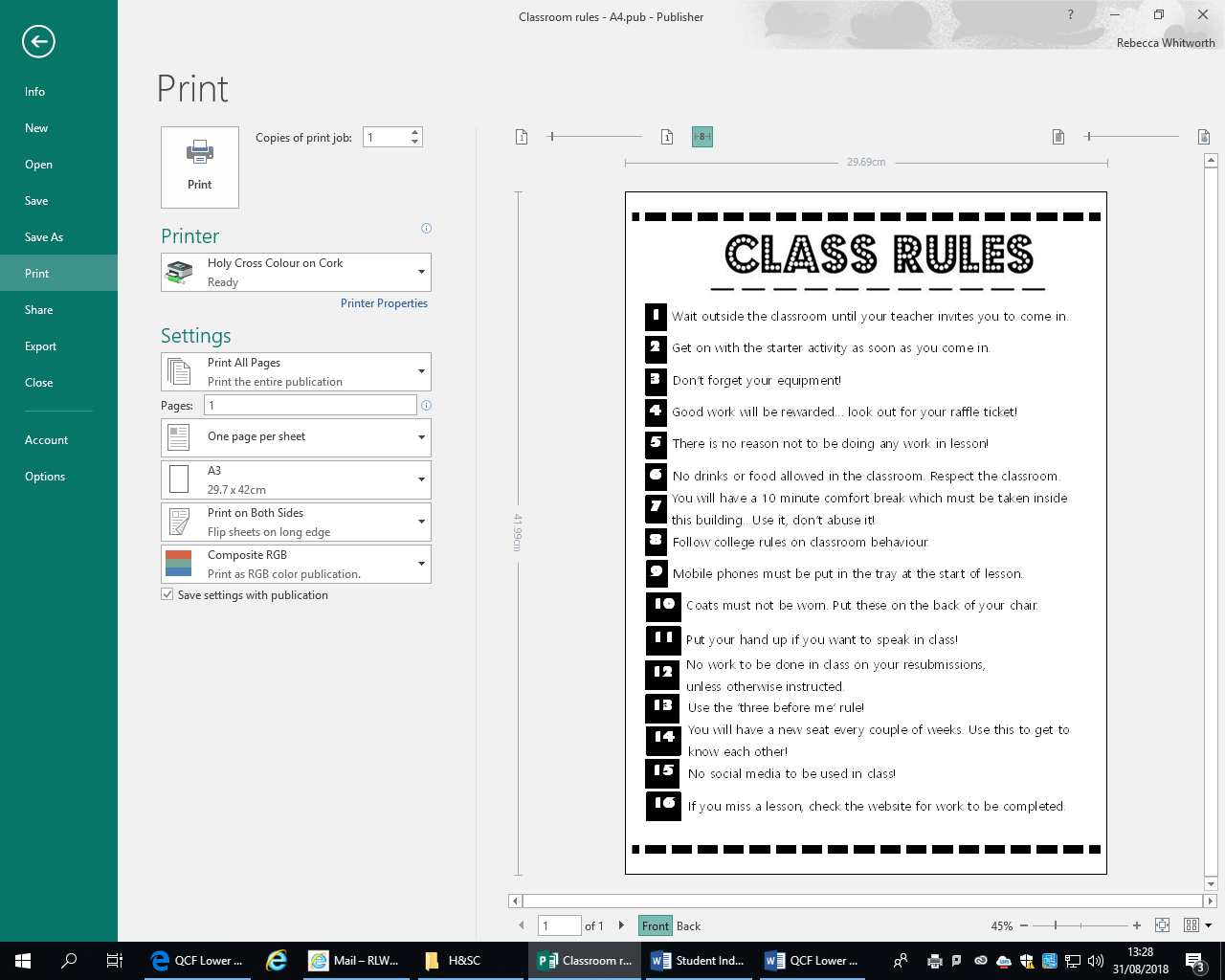
Present this in alphabetical order.

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

|  |  |  |
| --- | --- | --- |
| **Page title** | **URL (page, not site)** | **Date accessed** |
| *British Sports – Disability Sports* | *http://www.britishsports.com/disabilitysports.htm* | *(downloaded 7 July 2007)* |
|  |  |  |
|  |  |  |

**Holy Cross BTEC Assessment Policy**





**Health and Social Care Learning Contract**

**Student**

* I have read and understand this Health and Social Care Induction booklet.
* I have read and understood the Holy Cross College BTEC policy.
* I understand the requirements of the course.
* I will meet the course expectations to the best of my ability.

**Student** Name: …………………………………………………………………………………

**Student** Signature: …………………………………………………………………………………

**Date:**

.……………………………..

**Parents/Carers**

* I/We have read and understood this Health and Social Care handbook.
* I/We have read and understood the Holy Cross College BTEC policy.
* I/We will try to ensure that my child meets the course expectations and requirements.

**Parent/Carer** Name(s): ………………………………………………………………………………………………

**Parent/Carer** Signature: ………………………………………………………………………………………………

**Date:** .……………………………..