

Model Assignment

January 2011

OCR Level 3 Certificate in Preparing to Work in Adult Social Care

Unit PWCS 38: Understand how to handle information in social care settings

Please note:

This OCR model assignment may be used to provide evidence for the unit above. Alternatively, centres may wish to adapt this assignment or devise their own assignment for the purposes of assessment. It is the centre's responsibility to ensure that any adaptations made to this assignment allow candidates to meet all the assessment criteria.

The Ofqual accreditation number associated with this unit is:

Unit accreditation number D/602/3119

Qualification accreditation number (QAN) 501/1674/5

This model assignment remains live for the life of this qualification.

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Model Assignment: Candidate Information

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CANDIDATE NAME: _____

General Information for Candidates

Q *Do I have to pass this assignment?*

A Yes. You must pass this assignment to achieve the full qualification.

Q *What help will I get?*

A Your tutor will help you when completing the OCR model assignment and will make sure that you know what resources/facilities you need and are allowed to use.

Q *What if I don't understand something?*

A It is your responsibility to read the assignment carefully and make sure you understand what you need to do and what you should hand in. If you are not sure, check with your tutor.

Q *Can I copy other people's work?*

A No. The work that you produce must be your own work and you may be asked to sign a declaration to say that the work is your own. You should never copy the work of other candidates or allow others to copy your work. Any information that you use from other sources, eg books, newspapers, professional journals, the Internet, must be clearly identified and not presented as your own work.

Q *Can I work in a group?*

A Yes. However, if you work in a group at any stage you must still produce work that shows your individual contribution.

Q *How should I present my work?*

A You can present your work in a variety of ways, eg hand-written, word-processed, on video. However, what you choose should be appropriate to the task(s). For some work, eg presentations, coaching sessions, role-play, work experience, you will need to provide proof that you completed the task(s). A witness statement or observation sheet could be used for this. If you are unsure, check with your tutor.

Q *When I have finished, what do I need to hand in?*

A You need to hand in the work that you have completed for each task. Do not include any draft work or handouts unless these are asked for. When you hand in your work make sure that it is labelled, titled and in the correct order for assessing.

Q *How will my work be assessed?*

A Your work will be marked by an assessor in your centre. The assessor will mark the work using the assessment criteria in the qualification specification.

Understand how to handle information in social care settings

This unit develops the knowledge and understanding needed to implement and promote good practice in recording, sharing, storing and accessing information in social care settings.

In this assignment you will show that you:

- understand requirements for handling information in social care settings
- understand good practice in handling information in social care settings
- understand how to support others to handle information

Remember:

- to keep a bibliography of all the sources you have used
- to meet the depth of the command words as given in the assessment criteria.

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Tasks

Task 1: Understand requirements for handling information in social care settings

Assessment Criteria 1.1 and 1.2

What is this task about?

Information such as that captured in individual records, daily reports and policies and procedures is there to help you carry out your role in meeting the needs of individuals, in the best ways possible. All organisations will have their own systems for handling information, but these should be based on legislation and codes of practice that inform what you legally have to do with any information.

What do you have to do?

You must produce a report for a new care assistant that includes the following:

- identification of legislation and codes of practice that relate to handling information in social care settings
- an explanation of how legal requirements and codes of practice inform practice in handling information

The evidence for this task will be your written report for the new assistant.

Task 2: Understand good practice in handling information in social care settings

Assessment Criteria 2.1, 2.2 and 2.3

What is this task about?

When working in adult social care settings it is very important that all information is recorded and that it is handled securely. All organisations will have their own systems for recording, storing and accessing information and you should understand what your role is in working with these.

What do you have to do?

You must produce an information brief for other members of staff that includes the following:

- an explanation of how to maintain records that are up to date, complete, accurate and legible.
- a description of practices that ensure security when storing and accessing information
- a description of features of manual and electronic information storage systems that help ensure security

The evidence for this task will be your information brief.

Task 3: Understand how to support others to handle information

Assessment Criteria 3.1 and 3.2

What is this task about?

You may need to help other workers handle information in your workplace. You will need to explain to them why it is important to handle information securely and also how to contribute to the records.

What do you have to do?

You must produce a report for a new care assistant that includes the following:

- an explanation of how to support others to understand the need for secure handling of information
- an explanation of how to support others to understand and contribute to records

The evidence for this task will be your written report for the new assistant.

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Candidate Evidence Checklist

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CANDIDATE NAME: _____

CENTRE NUMBER: _____

For Task 1 (AC 1.1, 1.2) have you:	Completed (✓)
Identified the legislation and codes of practice that relate to handling information in social care settings	
Explained how legal requirements and codes of practice inform practice in handling information	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> written report	
<input type="checkbox"/> or other (please give details) _____	

For Task 2 (AC2.1, 2.2 and 2.3) have you:	Completed (✓)
Explained how to maintain records that are up to date, complete, accurate and legible.	
Described practices that ensure security when storing and accessing information	
Described features of manual and electronic information storage systems that help ensure security	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> information brief	
<input type="checkbox"/> or other (please give details) _____	

For Task 3 (AC2.1 and 2.2) have you:	Completed (✓)
Explained how to support others to understand the need for secure handling of information	
Explained how to support others to understand and contribute to records	
Evidence provided (please ✓):	Ref/Page no(s)
<input type="checkbox"/> Written report	
<input type="checkbox"/> or other (please give details) _____	

I confirm that the items indicated above are attached. These have been assessed and provide sufficient evidence to demonstrate that the learner has achieved all of the assessment criteria for this unit.

Assessor name: _____

Assessor signature: _____

Internal quality assurer name: _____

Internal quality assurer signature: _____

Date: _____

I confirm that the evidence provided is a result of my own work.

Candidate signature: _____ Date: _____

Model Assignment: Tutor Information

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Guidance For Centres

1 General

- 1.1 OCR model assignments are available to download from our website: www.ocr.org.uk.
- 1.2 This assignment has been designed to meet the full assessment requirements of the unit. Candidates will need to take part in a planned learning programme that covers the underpinning knowledge and skills of the unit.
- 1.3 No changes can be made to the assessment criteria, but the model assignment can be changed in terms of:
 - the scenario, which can be contextualised or amended to suit local needs. However, the scenario must still be set within a society, health and development context.
 - the type of evidence required and the format it takes (providing the assessment criteria do not demand specific evidence or format). If candidates choose to present a verbal account as evidence, a recording of the evidence will have to be available for moderation.
- 1.4 If modifications are made to the model assignment it is up to the centre to ensure that all assessment criteria are adequately covered.

2 Before carrying out the assignment

- 2.1 Candidates should be provided with a copy of the *Candidate Information* section of this assignment.
- 2.2 Candidates may carry out preparations prior to undertaking the tasks; there is no time limit for this.

3 When completing the assignment

- 3.1 Candidates should be allowed sufficient time to complete all of the tasks. The amount of time may vary depending on the nature of the tasks and the ability of individual candidates. It is suggested that evidence is produced in several sessions.
- 3.2 Each candidate must produce individual and authentic evidence for each task within the assignment.
- 3.3 Centre staff may give support and guidance to candidates. This support and guidance should focus on checking that candidates understand what is expected of them. It is not acceptable for tutors to provide model answers or to work through answers in detail.
- 3.4 Candidates may use information from any relevant source to help them with producing evidence for the tasks.

4 After completing the assignment

- 4.1 Candidates' evidence is assessed by the centre's assessor against the unit specification. For further information about assessment please refer to the section on Assessment and Moderation in the Centre Handbook.
- 4.2 Assessors' decisions should be quality assured across the centre through internal standardisation. For further information about internal moderation please refer to the section on Assessment and Moderation in the Centre Handbook.

5 Presentation of work

- 5.1 Candidates may use the *Candidate Evidence Checklist* provided to ensure that they submit evidence for ALL tasks. They can do this by using the *Candidate Evidence Checklist* as a contents page inserting references/page numbers in the boxes provided.
- 5.2 Centres may wish to discourage candidates from excessive use of plastic wallets for presentation of their evidence as this may hinder the assessment process. Instead centres may wish to encourage candidates to present their work so that it is easily accessible, eg spiral bound, stapled booklet, treasury tag.

6 Acceptable evidence

- 6.1 For guidance on generation and collection of evidence please refer to the section on Assessment and Moderation in the Centre Handbook.

7 Reworking the assignment

- 7.1 If candidates do not meet the requirements for the assessment criteria, further work will be required.
- 7.2 Tutors may give feedback to candidates to support and guide them in producing evidence to the required standard.

8 Submission of work

- 8.1 Work must only be submitted for moderation when the centre assessor is satisfied that the evidence meets the assessment criteria in full.

Notes For Tutors

Introduction to the Tasks

By completing this unit candidates will demonstrate knowledge and understanding needed to implement and promote good practice in recording, sharing, storing and accessing information in social care settings.

Candidates should carry out activities and behave in a way that would be acceptable in the workplace.

These guidance notes should be used in conjunction with the unit specification and Centre Handbook.

The Tasks

Task 1: Understand requirements for handling information in social care settings

Assessment Criteria 1.1 and 1.2 are assessed in this task.

The requirements of this task are to ensure that candidates can identify the legislation and codes of practice in handling information in social care settings and understand how these inform practice.

For AC1.1 the candidates could be asked to research the legislation and codes of practice that relate to handling information in social care settings. There is really only one main piece of legislation for this topic – The Data Protection Act, but there is other legislation that does relate to this topic that can be explored.

As a classroom exercise the tutor could ask candidates to identify the eight data protection principles from a selection of cards. The candidates will have to choose the correct ones and think of practical examples of how these can be put into practice.

When considering AC1.2 guest speakers from social care settings could be invited to give a talk on how the legislation and codes of practice inform practice. Guest speakers could be carers, managers, supervisors, community support workers etc.

Alternatively, there could be a tutor-led discussion on how the legal requirements and codes of practice inform practice in handling information, ie keeping information secure and confidential, ensuring the information is relevant and up to date, and keeping accurate records.

The candidates could also visit a social care setting to observe how information is handled and interview identified members of staff.

Task 2: Understand good practice in handling information in social care settings

Assessment Criteria 2.1, 2.2 and 2.3 are assessed in this task.

The requirements of this task are to ensure that candidates understand good practice in handling information in social care settings.

For AC2.1 the tutor could have a selection of records available, some that have been filled in correctly and others that have deliberate errors. The candidates can identify the errors and this can then form the subject of a tutor-led discussion.

Candidates can be asked to generate their own records that are then assessed by their peer group for completeness, accuracy and legibility.

A guest speaker from a social care setting could be invited to give a talk on maintaining records and the problems that can be caused when this does not happen. Guest speakers could be carers, managers, supervisors, community support workers etc.

The guest speaker could also talk on practices that ensure security when storing and accessing information and, for AC2.2 and AC2.3, features of manual and electronic information storage systems that help ensure security.

For AC2.2 and AC2.3 the candidates could also visit care settings to investigate the practices that ensure security and security.

Task 3: Understand how to support others to handle information

Assessment Criteria 3.1 and 3.2 are assessed in this task.

The requirements of this task are to ensure that candidates understand how to support others to handle information.

For AC3.1 a tutor-led discussion could be held on how to support **others** (using the others identified in the exemplification) to understand the need for secure handling of information.

For AC3.2 the candidates could be asked to think about how they would explain to a new member of staff their contribution to and understanding of records. This could then be acted out by learners in a role play situation.