

**Programme Specification**

**Programme Title: Higher National Diploma (HND) in Health and Social Care**

<b>Awarding Institution:</b>	University of Bolton		
<b>Teaching Institution:</b>	University of Bolton		
<b>Division and/or Faculty/Institute:</b>	Faculty of Wellbeing and Social Sciences		
<b>Professional accreditation</b>	Professional body	Professional body URL	Status of graduates
<b>Final award(s):</b>	Higher National Diploma (HND)		
<b>Interim award(s)</b>	None		
<b>Exit or Fallback award(s)</b>	Certificate of Higher Education in Health and Social Care		
<b>Programme title(s)</b>	Health and Social Care		
<b>UCAS Code</b>	015L		
<b>JACS Code</b>	B700		
<b>University Course Code(s)</b>	Full-Time: HLT0025 Part-Time: HLT5246		
<b>QAA Benchmark Statement(s)</b>			
<b>Other internal and external reference points</b>	<p>QAA Academic Infrastructure, including the Framework for Higher Education Qualifications and the Code of Practice</p> <p>UK Quality Code for Higher Education</p> <p>University of Bolton awards framework</p> <p>Ed Excel: Guidance for Higher Nationals</p>		
<b>Language of study</b>	English		
<b>Mode of study and normal period of study</b>	Full time – 2 years Part times – 3 years		

<p><b>Admissions criteria</b></p> <p>All applicants will be required to be interviewed by the University</p> <p>One subject at 'A' level, or 2 subjects at AS/VS supported by passes in three other subjects at GCSE level or an Advanced GNVQ award, a BTEC National Diploma, a kite-marked Access award or NVQ level 3 in relevant discipline.</p> <p><b>OR</b></p> <p>Substantial practice Health and Social Care Experience: This will be discussed at interview / diagnostic exercise to be completed to identify necessary ability for students without formal qualifications</p> <p>Students will undertake Placement and so will have to undergo a CRB check</p> <p>Also a minimum IELTS score of 6.0. must be achieved prior to entry onto the programme for those whose first language is not English</p>	
<p><b>Additional admissions matters</b></p> <p>CRB</p> <p>All students will be asked to undertake a diagnostic exercise as part of the induction process.</p>	
<p><b>Fitness to practise declaration</b></p> <p>NA</p>	
<p><b>Aims of the programme</b></p>	
<p>The principal aims of the programme are:</p> <ol style="list-style-type: none"> <li>1. To enable you to be a graduate of the HND Health and Social Care, obtaining transferable academic skills and knowledge on the sector</li> <li>2. To provide a curriculum which is responsive to the changing context of the health and social care sector, helping prepare you for employment in the sector</li> <li>3. To provide you with a supportive and stimulating learning experience, with the development of academic skills and a problem solving approach</li> <li>4. To enable you to pursue a career in the health and social care sector</li> <li>5. To provide progression routes to Honours degree programmes</li> </ol>	

<p><b>Distinctive features of the programme</b></p>
<p>The HND Health and Social Care will offer a strong academic pathway which will prepare you for the health and social care workplace or further study in a related academic or professional area. The second year will include a placement module, which will allow you to spend time in practice. This is aimed at practical development, with generic competencies around health and social care. As well as the opportunity to gain understanding of the workplace, in terms of its function and structure. You will be asked to keep a reflective log during your placement; you will be supported by your tutor, who will help you to demonstrate learning from the experience. Furthermore this module will be linked into an employability module, which will look at transferable skills and career planning, helping you to consider your personal and professional development throughout the programme.</p> <p>The HND will make use of facilities at the Bolton One site which will have been developed specifically for those in health and social care. The facilities include a clinical simulation suit, this will be used for the Health, Safety and Emergence Care module, this will allow you to develop skills based upon the learning undertaken. Furthermore this facility brings together health professional with education, which means that there will be opportunities for working between education and health.</p> <p>There is also inclusion of learning through case studies, workshops and role play, this will be embedded within the programme and will allow you to consider how the academic links with the health and social care sector. This is made possible through the team at the University being made up from a range of academics with various health and social care experience. The overall aim is to enable a firm understanding of the issues which face those in practice, with knowledge of the importance of professional roles.</p>
<p><b>Programme learning outcomes</b></p>
<p><b>K. Knowledge and understanding</b></p>
<p>On successful completion of the programme you will be able to demonstrate systematic knowledge and understanding of:</p>
<p>1. The principles and theories underpinning the academic study of health and social care</p>
<p>2. Designated health studies/social care topics relevant to care practice</p>
<p>3. Policy and legislation relevant to the health and social care field</p>
<p>4. The values and attitudes concurrent with good health and social care practice</p>
<p>5. The range of roles within the health and social care sector, including the function of such roles</p>
<p><b>C. Cognitive, intellectual or thinking skills</b></p>
<p>On successful completion of the programme you will be able to demonstrate the ability to:</p>
<p>1. Analyse and evaluate theoretical evidence which contributes to an understanding of health and social care</p>
<p>2. Make links between research, theory and health and social care practice</p>
<p>3. Recognise importance of responsibilities and wider issues of accountability structures</p>

in relation to practice				
4. Evaluate the extent to which the principles of good practice are incorporated into health and social care practice				
5. Utilise appropriate models in care planning, implementation and review				
<b>P. Practical, professional or subject-specific skills</b>				
On successful completion of the programme you will be able to demonstrate the ability to:				
1. Apply the principles and theories to issues underpinning health and social care provision				
2. Follow policy and legislation relevant to health and social care				
3. Carry out care tasks with regard for equity, autonomy, trust, dignity, confidentiality and choice in relation to service users				
<b>T. Transferable, key or personal skills</b>				
On successful completion of the programme you will be able to demonstrate the ability to:				
1. Communicate effectively using appropriate verbal and non-verbal skills				
2. Communicate effectively in writing with regard to reports, essays and record keeping				
3. Make use of word-processing functions and use ICT to communicate effectively				
4. Select procedures to solve problems systematically from a range of possible solutions				
5. Apply numerical skills in the gathering, interpretation and representation of data				
6. Work with others to achieve collective goals and contribute to the process of allocating responsibility				
7. Critically reflect on your self-development				
<b>Programme structure</b>				
2 years full-time, 2 trimesters per year. 120 credits after one year, 240 credits on completion of the programme after 2 years.				
3 years part-time, 2 trimesters per year. 80 credits per year, 240 credits on completion of the programme after 3 years. All modules are 20 credits each.				
Module Code	Module title	Core/ Option/ Elective (C/O/E)	Credits	Length (1, 2 or 3 periods)
HSO4000	Communication and Information Technology	C	20	1
HSO4001	Legal and Ethical Issues	C	20	1
HSO4002	Introduction to Social Policy	C	20	1
HSO4003	Using Research Evidence	C	20	1
HSO4004	Principles of Care	C	20	1
HSO4005	Health, Safety and Emergency Care	C	20	1
HSO5000	Group Dynamics and Working in Teams	C	20	1
HSO5003	Work-based Experience	C	20	1
HSO5002	Planning Care Delivery	C	20	1
HSO5004	Health Promotion & Opportunity	C	20	1

HSO5006	Employability Skills	C	20	1
HSO5005	Social Inclusion, Empowerment and Health	C	20	1

### **Learning and teaching strategies**

The HND Health and Social Care will be based at the University, with the inclusion of a placement in the second year. A variety of teaching methods are used during the programme to accommodate different learning styles and provide you with a rich and varied learning experience. The aim throughout the programme will be to develop a wide range of knowledge and skills which will enhance learning and future academic development. The work-based element will enable the links to be made to reflective practice and employability; this will enable you to link the learning on the programme to a relevant workplace. There will be an opportunity to reflect of learning and the application to practice, where appropriate throughout the programme of study.

Lectures play an important part throughout the course and will be used during the HND Health and Social Care; the purpose of lectures is to disseminate theoretical and empirical information. There will also be group discussions and activities which will involve reflection on numerous case studies and the like, the aim of this is to give consideration to practice. Linking theory with practice is seen to be crucial to understanding health and social care and this is seen to be essential in terms of the ethos of the programme. A combination of lectures, groups based activities and seminars will be used, there will also be some practical and skills session. For example, related to Health, Safety and Emergency Care, this will enable you to develop practical skills in a simulated clinical skills lab. The use of workshops and case studies will be used to help with the application of theory and knowledge around health and social care. You will have the opportunities to learn through role play, which will be used to develop skills and understanding

Self-Directed Study time (SDS), is also an important aspect of the programme, this is time which will allow you to develop and extend your academic skills. There will be an expectation that study will take place individually and you will be encouraged to read around the subjects and make use of the Virtual Learning Environment (VLE), which will have additional resources available for you. Personal study time should also be used preparing for seminar activities, working on assignments or revising for examinations. At the beginning of the programme you will be given guidance around how to structure this time. As you make progress on the programme and you become more confident in your own abilities you will need less guidance, becoming increasingly able to identify what needs to be undertaken for your academic success.

You will be asked to develop skills around self-reflection, to enhance your understanding of health and social care. You will have considerable one to one support from tutors and at the University. Distance and on-line resources will also be used to complement the learning process, which is once again associated with a positive learning environment and flexibility to meet your needs.

### Learning activities (KIS entry)

	Course Year	
	1	2
<i>Scheduled learning and teaching activities</i>	30.25%	30.25 %
<i>Guided independent study</i>	69.75%	69.75%

### Assessment strategy

During the HND in Health and Social Care a variety of assessments will be used, including reports, essays, case study analysis, group discussion and reflective accounts. You will also be involved in seminar discussion and individual presentations. Practical tests and written tests will also be used. In the second year you will also undertake a work placement which will be linked into employability, looking at skills for the development of your future career in the health and social care sector. This will enable you to experience the health and social care sector, with the development of appropriate skills, including the further development reflective practice and a portfolio. This will be related to your personal and professional development and future career goal, in terms of employment in the sector or further study.

The assessment strategy is based around the development academic skills and knowledge. Your first year assessments are based upon increasing academic skills and moving towards increasing independence. Formative assessment will be build into your classes, for example, lectures will be followed by group work, which will be around linking theory with examples from health and social care practice. Class discussion will also be used as a way of sharing experiences and understanding of health and social care. The overall aim is that you will have a good grasp of issues from practice and be able to apply your learning in a meaningful way. You will also have the opportunity to undergo a tutorial and present a tutorial plan, were you will be asked to present the assessment which you are undertaking. Furthermore, you will produce outlines and plans of your work to discuss at individual tutorials, which will give you the confidence and guidance to succeed.

In terms of summative assessment, you will receive detailed feedback, this will demonstrate how you have achieved / measured against the assessment criteria. Also, each assignment will include points for further development; this aims at increasing your academic awareness and skills. You will be invited to meet with your tutor in person for to discuss assessment feedback, you will be encouraged to develop an action plan to improve your skills, leading to greater academic confidence. The opportunities for further development of academic skills through the assessment process are a crucial part of widening participation.

Various types of assessment will be utilised with the intention of building different skills, also linking with different learning styles, the intention is to give a varied and beneficial experience equipping you for future learning and role development. There will be different

written assessment, including essays, assignment, reports, reflections and examination papers. There will be individual and groups presentations, seminar discussions and presentation at events. Furthermore you will undertake a work-based placement, which will be structured and assessed, through the completion of a portfolio and reflective log. There will also be assessment based upon case studies from health and social care practice; this is aimed at the development of a well informed problem solving approach, to gain understanding of issues encountered in health and social care.

### Assessment methods (KIS entry)

Course Year	1	2
Written exams	17%	0%
Coursework	83%	100%
Practical exams	0%	0%

### Assessment regulations

- Assessment Regulations for Undergraduate Modular Programmes

### Grades and grading

Grade Description	Mark %	Module and Overall Grade
Work of exceptional quality	70+	Distinction
Work of very good quality	60-69	Merit
Work of good quality	50-59	Pass
Work of satisfactory quality	40-49	Pass
Borderline fail	35-39	
Fail	Below 35	

### Grading

The award of HND with Distinction may be made where your overall average mark is at least 70%, normally calculated from modules at Level HE5.

The award of HND with Merit may be made where your overall average mark falls between 60 – 69.99 normally calculated from modules worth at Level HE5.

## **Role of external examiners**

External examiners are appointed for all programmes of study. They oversee the assessment process and their duties include: approving assessment tasks, reviewing assessment marks, attending assessment boards and reporting to the University on the assessment process.

## **Support for student learning**

- The programme is managed by a programme leader
- Induction programme introduces the student to the University and their programme
- Each student has a personal tutor, responsible for support and guidance
- Personal Development Planning (PDP) integrated into all programmes
- Feedback on formative and summative assessments
- A Student Centre providing a one-stop shop for information and advice
- University support services include housing, counselling, financial advice, careers and a disability
- There will be the use of various guest speakers from health and social care
- There will be visits which will be used to enhance learning and understanding
- The facilities and collaborative approach at Bolton One will benefit learners in terms of understanding the health and social care sector
- A Chaplaincy
- Library and IT services
- Student Liaison Officers attached to each Faculty
- The Students' Union advice services
- Faculty and Programme Handbooks which provide information about the programme and University regulations
- The opportunity to develop skills for employment
- English language support for International students

## **Methods for evaluating and enhancing the quality of learning opportunities**

- Programme committees with student representation
- Module evaluations by students
- Students surveys, e.g. National Student Survey (NSS)
- Annual quality monitoring and action planning through Programme Quality Enhancement Plans (PQEPs), Data Analysis Report (DARs) Subject Annual Self Evaluation Report (SASERs), Faculty Quality Enhancement Plans (FQEPs), University Quality Enhancement Plan (UQEP)
- Peer review/observation of teaching
- Professional development programme for staff
- External examiner reports

## **Other sources of information**

Student portal <http://www.bolton.ac.uk/Students/Home.aspx>

Students Union <http://www.ubsu.org.uk/>

Faculty or similar Handbook (add link) <http://www.bolton.ac.uk/Students/FacultyofWell->



[BeingSocialSciencesHandbook.pdf](#)

Programme Handbook (add link)

Student Entitlement Statement

<http://www.bolton.ac.uk/Students/AdviceAndSupport/StudentServices/Documents/StatementOfService.doc>

Module database (add link)

Moodle (for the programme?) (add link)

External examiners reports

<http://www.bolton.ac.uk/Quality/QAECContents/ExternalExaminersReports/Home.aspx>

<http://www.bolton.ac.uk/Careers/Home.aspx>

#### Document control

<b>Author(s)</b>	<b>Joanne Smith</b>
<b>Approved by:</b>	Sarah Riches Chair University Standing Approvals Panel
<b>Date approved:</b>	October 2012
<b>Effective from:</b>	
<b>Document History:</b>	

Learning outcomes map

Module title	Mod Code	Status C/ O/ E	K 1	K 2	K 3	K 4	K 5	C 1	C 2	C 3	C 4	C 5	P 1	P 2	P 3	T 1	T 2	T 3	T 4	T 5	T 6	T 7
Communication and Information Technology	HSO4000	C	D T A	D T A		D T A	D	T A	D T A		D				D	D T A	D T A	D T A			D	D T A
Principles of Care	HSO4004	C	D T A		D T A	D T A	D T A		D T A	D T A	D T A	D	D T A	D T A	D T A	D T A	D T A	D			D	D
Legal and Ethical Issues	HSO4001	C	T A	D T A	D T A	D T A	D		D	D T A	D T A		D T A	D T A	D T A	D T A	D T A	D	D T A		D T A	D
Using Research Evidence	HSO4003	C	D T A	D T A				D T A	D T A		D		D T A			D T A	D T A	D		D		D
Health, Safety and Emergency Care	HSO4005	C		D T A	D T A					D T A			D T A	D T A	D T A		D T A		D T A	D T A	D	
Introduction to Social Policy	HSO4002	C	D T A		D T A	D T	D	D T	D T A					D T A	D T A	D T A	D T A	D T A	D T A	D	D T	
Planning Care Delivery	HSO5002	C	D	D T A	D T A	D T A			D	D T A	D T A	D T A	D T A	D T A	D T A	D T A	D T A	D T A	D T A		D T A	D
Group Dynamics and	HSO5000	C	D			D T	D T		D	D T	D T	D T				D T	D T	D T	D T		D T	D T

Working in Teams						A	A			A						A	A		A		A	A
Work-based Experience	HSO5003	C	D T A	D T A	D T A	D T A	D T A	D T A	D T A	D T A	D T A	D T A	D T A	D T A	D T A	D T A	D T A	D T A		D T A	D T A	
Health Promotion	HSO5004	C	D T A	D T A	D T A		D T A	D T A	D T A	D T A		D T A	D T A	D T A	D T A	D T A	D T A			D T A	D T A	
Employability Skills	HSO5006	C	D T A	D T A	D T A	D T A	D T A	D T A	D T A	D T A	D T A	D T A	D T A		D T A	D T A	D T A	D T A	D T A	D T A	D T A	D T A
Social Inclusion, Empowerment and Health	HSO5005	C	D T A		D T A	D T A	D T A	D T A	D T A		D T A		D T A		D T A	D T A	D T A	D T A		D T A		D T A

K. Knowledge and understanding P. Practical, professional and subject specific skills C. Cognitive, Intellectual and thinking skills T. Transferable, key or personal skills

Complete the grid using the following (Developed = D, Taught = T, Assessed = A)

## Module listing

Module title	Mod Code	New? ✓	Level	Credits	Type	Core/Option/ Elective C/O/E	Pre-requisite module	Assessment 1			Assessment 2			Assessment 3		
								Assessment type	Assessment %	Add Y if final item	Assessment type	Assessment %	Add Y if final item	Assessment type	Assessment %	Add Y if final item
Communication and Information Technology	HSO4000	✓	4	20	Stan	Core	NA	CW	70	N	CW	30	Y			
Principles of Care	HSO4004	✓	4	20	Stan	Core	NA	CW	70	N	CW	30	Y			
Legal and Ethical Issues	HSO4001	✓	4	20	Stan	Core	NA	CW	50	N	CW	50	Y			
Using Research Evidence	HSO4003	✓	4	20	Stan	Core	NA	CW	30	N	CW	70	Y			
Health, Safety and Emergency Care	HSO4005	✓	4	20	Stan	Core	NA	EX	70	Y	CW	30	N			
Introduction to Social Policy	HSO4002	✓	4	20	Stan	Core	NA	CW	80	N	CW	20	Y			
Planning Care Delivery	HSO5002	✓	5	20	Stan	Core	NA	CW	100	Y						
Group Dynamics and Working in Teams	HSO5000	✓	5	20	Stan	Core	NA	CW	60	N	CW	40	Y			
Work-based Experience	HSO5003	✓	5	20	Stan	Core	NA	CW	50	N	CW	50	Y			
Health Promotion – Challenges and Opportunities	HSO5004	✓	5	20	Stan	Core	NA	CW	50	N	CW	50	Y			

Employability Skills	HSO5006	✓	5	20	Stan	Core	NA	CW	80	N	CW	20	Y			
Social Inclusion, Empowerment and Health	HSO5005	✓	5	20	Stan	Core	NA	CW	80	N	CW	20	Y			

Bolton Key Core Curriculum requirements

Module Title	Module Code	C/O/E	Employability											Bolton Values		
			PDP	Communication	Team work	Organisation & Planning	Numeracy	Problem solving	Flexibility & adaptability	Action planning	Self awareness	Initiative	Personal impact &	Inter-nationalisation	Environmental sustainability	Social, public and ethical responsibility
Communication and Information Technology	HSO4000	C	T,A,D	T,A,D	T,A	T,A,D		T,A,D			T,A,D		D	T,A,D		T,A
Principles of Care	HSO4004	C	T,A,D	T,A,D				T,A,D		T,A,D	T,A,D		T, D	T,A,D		T,A,D
Legal and Ethical Issues	HSO4001	C	T,A,D	T,A,D	T,A,D	T,A,D	D				D		T,A,D			T,A,D
Using Research Evidence	HSO4003	C	D	T,A,D	D	D	D		T,A,D				T, D		D	
Health, Safety and Emergency Care	HSO4005	C	T,A,D				T,A,D	T,A,D					T,A,D			
Introduction to Social Policy	HSO4002	C				T,A,D	T, D			T,A,D				T,A,D	D	T,A,D
Planning Care Delivery	HSO5002	C	T,A,D	T,A,D	D	T,A,D		T,A,D	T,A,D	T,A,D			T,A,D	D	T,A,D	D

Programme specification: [HND Health and Social Care]

Date: [28.9.2012]

Group Dynamics and Working in Teams	HSO5000	C	T,A,D	T,A,D	T,A,D					T,A,D	T,A,D		T,A,D			
Work-based Experience	HSO5003	C	T,A,D	T,A,D	T,A,D	T,A,D		T,A,D		T,A,D	T,A,D	T,A,D	D		D	T,A,D
Health Promotion – Challenges and Opportunities	HSO5004	C	D	T,A,D	T,A,D	T,A,D	T,A,D			T,A,D		T,A,D	T,A,D	D	D	T,A,D
Employability Skills	HSO5006	C	T,A,D	T,A,D	T,A,D	T,A,D		T,A,D	T,A,D	T,A,D	D		T,A,D	T,A,D		T,A,D
Social Inclusion, Empowerment and Health	HSO5005	C	D	D		T,A,D	D	T,A,D			D		T,A,D	T,A,D	D	T,A,D

Complete the grid using the following (Developed = D, Taught = T, Assessed = A)