

# Postgraduate Certificate in Strategic and Operational Leadership in Social Care

Student Handbook

Institute of  
Public Care,  
Oxford  
Brookes  
University

Descriptions of programme  
content, entry requirements  
and regulations

This document is available in  
Welsh and English versions

**September 2017**

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# Postgraduate Certificate in Strategic and Operational Leadership in Social Care

## 1 Introduction and Programme Overview

The Postgraduate Certificate in Strategic and Operational Leadership in Social Care is provided by the Institute of Public Care (IPC), which is part of the Faculty of Humanities and Social Sciences at Oxford Brookes University. The programme has been commissioned from IPC by Social Care Wales on behalf of the National Programme Management Committee (NPMC) for Wales.

IPC works for better outcomes through well-run, evidence-based public care. We help to improve the quality and impact of public care services and to deliver value for money. We do this through applied research and evaluation, consultancy, facilitation of learning networks, and skills development programmes. We work across the British Isles with local, regional and national governments, NHS organisations, as well as private and voluntary sector providers of care and support. We provide **expertise** in many areas including commissioning, market shaping, integration, and managing demand. If you would like to find out more about the work of IPC visit <http://ipc.brookes.ac.uk/>.

The transformation of social care set out by the Social Services and Well-being (Wales) Act 2014 requires everyone working in social care to think and behave differently in terms of the commissioning and delivery of services. Middle managers play a key role in this as local leaders within their own organisations and across local partnerships. This national programme has been designed specifically to help you improve your strategic and operational leadership within the context of the requirements of the Act. The programme aims to:

- Help middle managers in social care develop capacity to address policy and practice challenges in a changing environment.
- Help middle managers develop strategic leadership and management skills to lead social care services into the future.
- Build a cohort across Wales with developed skills, qualities and awareness - set within a common and shared framework.

On completion of the programme you will have a better understanding of the characteristics of effective leadership and have improved your own capacity and capability in your role. You will be more aware of the opportunities for transformational change, and have the skills and tools to implement change locally. The programme will also develop your transferable personal skills such as project management, evaluation and critical thinking.

The programme is studied over an eighteen month period. It has three compulsory modules, all at postgraduate level. On successful completion of the programme you will gain a Postgraduate Certificate in Strategic and Operational Leadership in Social Care – worth 60 credits at postgraduate level – to help with your continuing

professional development (CPD). A table outlining the programme structure is shown below. The module Developing as a Leader (E26521) is a pre-requisite for the other modules. This means that you cannot start other modules unless you have undertaken E26521.

Module Name	Module Code	Credits	Status
Developing as a Leader	E26521	20	Compulsory
Shaping Social Care	E26522	20	Compulsory
Delivering Better Outcomes	E26523	20	Compulsory

The programme starts with detailed set-up and engagement activities, including an initial seminar for you and your programme sponsor. Following this seminar, you will be asked to complete a 360 degree assessment. The 360 assessment is an online questionnaire which you, your line manager and a selection of colleagues will complete. It will help you develop a personal development plan detailing your learning needs. Your programme sponsor will need to agree the personal development plan from their knowledge of you in the work place to ensure that it includes appropriate development objectives.

You will then attend highly stimulating group taught sessions that combine theoretical input with case studies and practical application exercises, as well as providing the opportunity for you to reflect on your learning via facilitated action learning sets.

You will have four individual, face-to-face developmental coaching sessions during the course of the programme to support you to be able to apply your learning effectively in your workplace. You will also have the support of an Academic Adviser to help you meet the academic requirements of the programme.

You will undertake one assessment for each module, which will contribute to your final grade for the award. See section 4 for more information on assessment, grades and marking. We encourage you to complete your assessments, and receive individual support, in the Welsh language. The assessments are set and agreed in the context of your work setting and so can be individually tailored to meet the needs of your employing agency.

The programme ends with an evaluation of the programme activities and your learning needs, including revisiting the 360 degree assessment and your personal development plan.

A diagrammatic representation of the programme activities is shown below.

**Programme Set up and Start**

- Half day seminar for participants and their programme sponsors, and a half day study skills session for participants (on same day)
- Completion of 360 degree assessment
- Matching with coach

**Developing as a Leader**

- The role and characteristics of strategic leadership in social care
- How to influence others and collaborate effectively across boundaries
- Understanding the impact of local and national political context on your role



2 taught days including:

- Input sessions and exercises
- Developmental coaching session

Followed by:

- 1:1 support from Academic Advisor
- 3 developmental coaching sessions



**Assessment:**

An assessed personal development plan, analysis and reflection

**Shaping Social Care**

- Shaping the market to deliver transformed services for our citizens
- What matters in effective collaborative working between health and social care as a way of delivering better outcomes
- Engaging positively with our local communities



3 taught days including:

- Input sessions and exercises
- Action learning
- Presentation

Followed by:

- 1:1 support from Academic Advisor
- Self study



**Assessment:**

An assessed case study and presentation

**Delivering Better Outcomes**

- Leading and supporting development and change
- Implementing cultural change in a transforming environment
- Enhancing and managing performance within teams, across organisational boundaries, and with a range of stakeholders



2 taught days including:

- Input sessions and exercises
- Action learning

Followed by:

- 1:1 support from Academic Advisor
- Self study



**Assessment:**

An assessed work-based project

The ethos of the programme is to support the learning of students through a working partnership involving the student, their employing agency and IPC as programme provider. Employing agencies have ongoing involvement in the programme, and the student group will support each other, throughout the duration of the programme, to share skills, knowledge and practice. Students have the opportunity to engage in personal development, but also to embed the approaches and tools learnt on the programme in their own organisation. The approach balances personal as well as organisational development needs.

## 2 Programme Learning Outcomes

On successful completion of the programme you will demonstrate the following [Brookes Graduate Attributes](#) at postgraduate level:

### 2.1 Academic literacy

- Critical understanding of the principles and theories of strategy, leadership and management and apply them effectively in the social care environment to improve and develop organisational practice.
- In-depth knowledge of contextual influences, including understanding of the policy and practice challenges facing the social care and well-being sector.
- Critical perspective of an organisation's culture and its ability to change and develop.

### 2.2 Research literacy

- Ability to acquire and analyse data and information, to evaluate their relevance and validity and to synthesise a range of information in the context of new situations.
- A conceptual understanding that enables you to evaluate the rigour and validity of published research and assess its relevance to new situations; to use existing research to identify new or revised approaches to practice; and to critically evaluate problems and generate recommendations which contribute to strategic decision making.
- Ability to conduct research into business and management issues that requires familiarity with an appropriate level of business data, research sources and appropriate methodologies; and for such to inform the overall learning process.

### 2.3 Critical self-awareness and personal literacy

- Ability to reflect on and evaluate personal competence, and take responsibility for carrying out personal learning and continuing professional development.
- Self-direction and the ability to act autonomously in planning and implementing strategic projects; being proactive in the need for change, and having the ability to manage change.
- Self-confidence to manage others, to influence others including those in leadership positions and working across the public sector, and to operate effectively in team and in leadership roles as appropriate to a particular situation.

#### 2.4 Digital and information literacy

- Ability to communicate effectively using a range of media (for example orally, in writing and through digital media).
- Ability to use appropriate technology to search for and critically evaluate information relevant to social care; engage in online learning activities; and otherwise use information technology to support and enable effective management and leadership.

#### 2.5 Active citizenship

- Critical awareness of the complexity of diverse perspectives, cultures and values.
- Critical understanding of your own strengths and weaknesses as a leader, including the ability to question your own perspectives and those of others, and to operate within complex and unpredictable environments.
- Ability to effectively manage teams that deliver good outcomes for services users in light of local and national social, economic, political and cultural perspectives.

### 3 Entry Requirements

The programme is aimed at middle managers in social care settings i.e. Service Managers, Principal Officers, Operational, Locality or Group Managers, or Heads of Service. Whatever your job title you must have a brief beyond that of a manager of a single team, including a mixed portfolio of responsibilities, and a role in the strategic development of your organisation, often in relation to other agencies. You will normally be expected to:

- Have a first degree and/or recognised professional qualification in social work (or similar for non-social work staff) or equivalent professional experience.
- Occupy a middle management position in social care in Wales (as defined above).
- Have the support of your employing organisation.
- Have the ability to study at postgraduate level.

Your employing agency is expected to provide you with appropriate support whilst undertaking the programme, and in particular provide you with a programme sponsor (who could be your line manager) to support you throughout the programme by offering both formal and informal advice, support, agreement to - and observation of - the work-based project and review of progress on assessments. The support required will be discussed in detail at the initial seminar. It is required that you and your employer complete a written agreement prior to enrolling on the programme to agree:

- The involvement of a programme sponsor in supporting you throughout the programme.
- That free time for self-study and completion of assessments will be made available to you.
- That any specific access or communication needs you have that are relevant to the programme will be notified to IPC.

- That you will attend all the taught days of the programme.
- That you will meet the deadlines set for the submission of the assessed work.
- That you will have access to the internet, to be able to download the recommended resources and submit the assessed work, and be supported to be able to use information technology to engage with the University's Virtual Learning Environment (Moodle).

A copy of the written agreement is shown in **appendix 1**.

IPC welcome discussion as early as possible on any specific communication or access needs that students may have in relation to this programme. Whether these concern the venue or coursework please contact the IPC [Course Administrator](#) to flag your needs.

## 4 Teaching, Learning and Assessment

### 4.1 Teaching and Learning

The programme aims to promote a supportive environment in which students and tutors work collaboratively to develop learning. The teaching, learning and assessment strategy of the programme reflects its student-centred, practice-focused approach. Opportunities for sharing skills, knowledge and experience are encouraged and in order to make the most of these within the group, a variety of teaching and learning techniques will be employed:

- Group activities (e.g. action learning sets and seminars) are used as a means of sharing knowledge, experience and skills, and developing critical skills.
- Self-reflection is encouraged as a means of keeping a focus on the development of individual practice.
- You have the opportunity to negotiate the specific details of project work to ensure that they are relevant to the development of your organisation.
- Individual coaching sessions are used to ensure that you are able to apply your learning effectively in the workplace.

The modules are designed to promote postgraduate levels of study skills, including the ability to engage in self-reflection. The use of reflection as a learning tool is fundamental to the programme. Throughout the programme, you will use reflective practice individually and in group situations during action learning sets and within the module teaching sessions.

### 4.2 Assessment

Assessment encompasses all judgements made about your work and/or your skills, abilities and progress, and the associated provision of feedback. We assess you for a range of reasons - motivation, to give feedback, to grade work, and to demonstrate that learning outcomes have been met. The programme assessment strategy is informed by Oxford Brookes University's [assessment compact](#). The compact recognises different forms of assessment. Formative assessment does not



contribute to your overall grade and is mainly intended to help you learn i.e. giving you feedback which you can use to improve your future performance. Summative assessment is marked work and counts towards your final grade. Your summative assessments are coursework: there are no examinations.

We use a range of formative assessment tasks, including:

- A marking exercise to assess fictitious or previous years' student work against the assessment scheme for summative assessments.
- An informal presentation as part of an action learning set.
- A formative but compulsory submission of a project outline and project plan for your proposed project that you will use for module E26523 summative assessment.
- Self and peer assessment during and at the end of the programme using the 360 degree assessment.
- A formative but compulsory submission of a personal development plan.
- Practice observation by your programme sponsor.

A group briefing session and two individual 'virtual' tutorials with an Academic Adviser will be provided per module; the aim of which is to help you to understand the summative assessment task, agree the focus of the summative assessment, and apply effective study skills.

You will be given a briefing about the assessment task during the taught days and a specific hand-in date for assessed work, but the assessment deadline is approximately four months after that session. Information about the assessment task and other learning material is available for you to download from the University's Virtual Learning Environment (Moodle), including the current module reading lists.

For each module you will have the opportunity to have a 'virtual' tutorial (on the phone or e.g. via Skype) with an Academic Adviser a few weeks after the taught day. Your Academic Adviser will give you feedback from the tutorial and on your project outline and plan if relevant. You will also have the opportunity to have another 'virtual' tutorial with your Academic Adviser a few weeks before the hand-in date for your summative assessments.

#### **4.3 Grades, Marking and Moderation**

Your work will be assessed on a percentage basis and you will receive detailed and constructive feedback based on the assessment criteria. We strive to give you this feedback within five weeks of the hand-in date. We will write comments on the assignment template explaining what you have done well and what can be improved. If you do not pass an assignment we will endeavour to explain what you need to do to be successful when you resubmit it. We encourage you to use any feedback on your work you receive as part of the process of developing your academic skills. Note that due to the nature of the summative assessments your assignments will not be able to be marked anonymously.



The pass mark for each module and hence for the whole award is 50%, and the following grades apply to modules:

- 70% and above is a Distinction
- 60 – 69% is a Merit
- 50 – 59% is a Pass
- 30 – 49 % is a Refer
- 0 – 29% is a Fail

If your submission does not pass first time you will be allowed to resubmit the assignment once more. Your Academic Adviser or the IPC Course Administrator, in consultation with you, will set a new deadline for the re-submission of your assignment. If successful in a re-assessment the maximum grade awarded for the module is a Pass of 50%. Failure to resubmit the work or to pass the assessment, upon reassessment, will mean that you do not pass the module. If you are awarded less than 30% for a module at the first attempt, i.e. a Fail, you may, at the discretion of the Examination Committee, be asked to re-attend the module.

A sample of assessments is moderated by an internal moderator to ensure that equal standards are applied to all students. A sample of assessments is also moderated by our External Examiner who, in addition to scrutinising students' work, comments on the quality of the internal assessment.

On completion of marking, the provisional grade for each module will be reported to you on proviso that this is subject to the approval of the Examination Committee. Initial results therefore may be subject to change.

#### **4.4 Mitigating Circumstances**

All assessed work must be handed in by the set deadlines. If you hand in work late without an explanation you will normally be deemed to have failed the assessment. In accordance with the University's mitigating circumstances regulations, deadlines can only be extended in exceptional and extenuating circumstances such as illness and other unforeseen personal, family or work difficulties. Applications for extensions must be made in writing, in advance of the submission date on the appropriate form. You may be required to submit evidence such as a doctor's note or letter from your employer. All extensions must be approved by the University as set out in IPC's guidance on mitigating circumstances, which can be accessed at <http://ipc.brookes.ac.uk/what-we-do/skills-development-programmes/ipc-policies.html>. IPC's policies on cancellation can also be found there.

#### **4.5 Confidentiality**

IPC is required to report on students' attendance on the programme, progress in submitting assessments, and results to their employing agency and the SSIA. However, the content of assessed work will only be accessed by Oxford Brookes University staff and our External Examiner and will not be made available for others to read outside this community without your permission. IPC will encourage students to disseminate, via SSIA, summaries of innovative and effective work-based projects.

## 4.6 Language Policy

IPC will ensure that the requirements of Social Care Wales in relation to the Welsh language are met in the delivery of the programme. All written assessment instructions and joining material will be given to you in both Welsh and English. We encourage you to complete your assessments in Welsh, and any written assessments will be marked in Welsh and not translated. Individual academic support and coaching will be available in both Welsh and English.

## 5 Module E26521 Developing as a Leader

This module considers the role of a leader within the local and national context, both in terms of leading within an organisation, and across organisational boundaries. It provides tools and approaches to enable you to develop your own leadership capabilities set against an assessment of your own strengths and weaknesses. The module employs a variety of teaching and learning techniques, you will have the opportunity to:

- Take part in group activities (e.g. seminars) to share knowledge, experience and skills.
- Evaluate the 360 degree assessment and design your own personal development plan.
- Have individual, developmental coaching sessions.
- Assess fictitious or previous years' student work against the assessment scheme for the summative assessment.
- Write an assignment relating to the module content.

### 5.1 Module Learning Outcomes

On successful completion of this module you will demonstrate the following [Brookes Graduate Attributes](#) at postgraduate level:

Learning Outcome	Graduate Attribute
1. Critical understanding of the principles and theories of strategic leadership and management and apply them effectively in the social care environment to improve and develop organisational practice.	Academic literacy
2. In-depth knowledge of contextual influences, including understanding of the policy and practice challenges facing the social care and well-being sector.	Academic literacy
3. A critical perspective of an organisation's culture and its ability to change and develop.	Academic literacy
4. An ability to reflect on and evaluate personal competence, and take responsibility for carrying out personal learning and continuing professional	Critical self-awareness and personal literacy

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development.	
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## 5.2 Module Content

Content for this module will cover:

**The role and characteristics of strategic leadership in social care:** an introduction to theoretical models in strategy and leadership, and their application in the social care and wider public sector context; exploring the characteristics of good practice in strategic leadership; an assessment of your current leadership and management skills.

**Understanding the impact of local and national policy context on your role:** exploring the main national and local policy drivers and legislation, with the impact for your organisation, and partner organisations; establishing the policy drivers which affect your role and your teams; an assessment of the main areas needing development.

**How to influence others and collaborate effectively across boundaries:** exploring the organisational cultures and behaviours which support collaboration; identifying the key ways to influence and steer as a leader whether within an organisation or across organisational boundaries.

## 5.3 Notional Learning Hours

You can expect to spend the following amount of time on this module:

- Taught sessions - 14 hours
- Individual support meetings - 4 hours
- Individual coaching sessions – 6 hours
- Directed independent study - 66 hours
- Preparation for and undertaking of summative assignment – 110 hours

## 5.4 Module Assessment Task

The summative module assessment task is to produce a written assignment:

Submit a written assignment which, in the context of key national and local influences, provides an analysis of your leadership development priorities that are relevant to your organisation and / or wider partnerships. References<sup>1</sup> will be expected to key local and national documents and other relevant literature to illustrate reading and understanding of the principles and theory of leadership within the social care environment. This analysis must be between 2,500 and 3,500 words.

We require you to submit your work electronically, on the assignment template, via the University's Virtual Learning Environment (Moodle). We also require you to submit the assignment text to Turnitin and to report your Turnitin originality score on

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<sup>1</sup> Advice about referencing can be found at Cite Them Right – see section 9.3.4

the assignment template – see section 10.8. You will be provided with feedback on your assignment template, which will indicate how well you have done and summarise the strengths and weaknesses of your work

## 5.5 Module Validation History

This module was first approved in May 2016.

## 6 Module E26522 Shaping Social Care

This module provides you with a sound knowledge base and grounding in three key elements in a transformed social care system: strategic commissioning, integrated working through collaboration, and citizen engagement. It will provide the opportunity to research innovative practice in these areas and consider the case for change locally. The module employs a variety of teaching and learning techniques, you will have the opportunity to:

- Take part in group activities (e.g. seminars and case studies) to share knowledge, experience and skills.
- Contribute to action learning sets to develop an awareness of aspects of reflective practice.
- Evaluate the self-assessment of learning needs identified in module E26521 and critique your professional development.
- Undertake research, both individually and as part of a group, to investigate evolving practice in strategic commissioning, integrated working, or citizen engagement and develop a case for local implementation.
- Present a case study that explores issues relating to your research and makes a case for change.
- Write an assignment relating to the case study.

### 6.1 Module Learning Outcomes

On successful completion of this module you will demonstrate the following [Brookes Graduate Attributes](#) at postgraduate level:

Learning Outcomes	Graduate Attribute
1. An ability to acquire and analyse data and information, to evaluate their relevance and validity and to synthesise a range of information in the context of new situations.	Research literacy
2. A conceptual understanding that enables you to evaluate the rigour and validity of published research and assess its relevance to new situations; to use existing research to identify new or revised approaches to practice; and to critically evaluate problems and generate recommendations which contribute to strategic	Research literacy

decision making.	
3. An ability to conduct research into business and management issues that requires familiarity with an appropriate level of business data, resources sources and appropriate methodologies, and for this to inform the overall learning process.	Research literacy
4. An ability to communicate effectively using a range of media (for example, orally, in writing and through digital media)	Digital and information literacy
5. The use of appropriate technology to search for and critically evaluate information relevant to social care; engage in online learning activities; and otherwise use information technology to support and enable effective management and leadership.	Digital and information literacy

## 6.2 Module Content

Content for this module will cover:

**Shaping the market to deliver transformed services for our citizens:** identifying the national policy drivers, particularly from the Social Services and Well-being (Wales) Act, for strategic commissioning; understanding the local market for care and well-being services and approaches to shaping it effectively; a self-assessment of the current relationship with the market locally in key areas.

**What matters in effective collaborative working between health and social care as a way of delivering better outcomes:** exploring national and local policy drivers for joint working and/or integration across health and social care; identifying key enablers and barriers for effective collaborative working including leadership, shared vision and language, and focus on outcomes; a self-assessment of the current position for you and your teams.

**Engaging positively with our local communities:** exploring the national and local drivers for working with local citizens and local communities; establishing the different levels of participation and reasons for taking different approaches; self – assessment of current position for you and your teams.

## 6.3 Notional Learning Hours

You can expect to spend the following amount of time on this module:

- Taught sessions - 21 hours
- Individual support meetings - 4 hours
- Individual preparation - 15
- Directed group research - 40 hours
- Preparation for and undertaking of summative assignment – 120 hours

## 6.4 Module Assessment Task

The summative assessment task is to:

Research and present a case study that describes an example of innovative practice in one of the three themes, including making a case for its development more widely. The presentation will be supported by a written description of the case study that includes an evaluation on its relevance for adoption or adaptation locally taking into account specific local policy and practice context. The written case study should also include a reflection on the process of carrying out the research and developing the case for implementation, including any lessons learnt. Supporting information will be expected that gives evidence of the research activities, including an appraisal of the potential benefits of the innovative approach. References<sup>2</sup> will be expected to key local or national documents and relevant academic literature to demonstrate that you have undertaken wider reading and / or research. The written work must be between 2,500 and 3,500 words.

We require you to submit your work electronically, on the assignment template, via the University's Virtual Learning Environment (Moodle). You will be provided with feedback on your assignment template, which will indicate how well you have done and summarise the strengths and weaknesses of your work.

## 6.5 Module Validation History

This module was first approved in May 2016.

## 7 Module E26523 Delivering Better Outcomes

This module considers the implementation of major strategic or operational projects in a changing environment and the key contributing factors in successful delivery: effective strategic leadership, delivering cultural change, robust performance management. The module employs a variety of teaching and learning techniques, you will have the opportunity to:

- Take part in group activities (e.g. seminars and case studies) to share knowledge, experience and skills.
- Contribute to action learning sets to develop an awareness of aspects of reflective practice.
- Assess fictitious or previous years' student work against the assessment scheme for the summative assessment.
- Undertake a work-based project to implement major strategic or operational project in the context of a transforming environment.
- Submit a formative, but compulsory, project outline and project plan for your proposed project that you will use for the summative assessment.

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<sup>2</sup> Advice about referencing can be found at Cite Them Right – see section 9.3.4



## 7.1 Module Learning Outcomes

On successful completion of the module you will demonstrate the following attributes at postgraduate level:

Learning Outcomes	Graduate Attribute
1. Self-direction and the ability to act autonomously in planning and implementing strategic projects; being proactive in the need for change, and having the ability to manage change.	Critical self-awareness and personal literacy
2. The self-confidence to manage others, to influence others including those in leadership positions and working across the public sector, and to operate effectively in team and in leadership roles as appropriate to a particular situation.	Critical self-awareness and personal literacy
3. Acritical awareness of the complexity of diverse perspectives, cultures and values in a changing environment.	Active citizenship
4. The ability to effectively manage teams that deliver good outcomes for services users in the light of local and national social, economic, political and cultural perspectives.	Active citizenship

## 7.2 Module Content

Content for this module will cover:

- **Leading and supporting development and change:** exploring the strategic leadership role and styles in project development and delivery; identifying the enablers and blockers to effective change management; self-assessment of personal qualities as leader supporting change.
- **Implementing cultural change in a transforming environment:** exploring what makes up culture in social care and other public sector environments; identifying factors inhibiting culture change at an organisational, team and individual level; identification and articulation of the culture needed in the national and local political context; developing strategies for implementing cultural change; self-assessment of local culture and readiness to change.
- **Enhancing and managing performance within teams, across organisational boundaries, and with a range of stakeholders:** exploring the national context for performance management including National Outcomes and Performance Frameworks; providing an overview of performance frameworks in other sectors, particularly health; identifying the characteristics of effective performance monitoring and management; self-assessment of local performance management across organisations.



### 7.3 Notional Learning Hours

You can expect to spend the following amount of time on this module:

- Taught sessions - 14 hours
- Individual or small group support meetings - 4 hours
- Individual preparation - 8
- Directed self study- 74 hours
- Preparation for and undertaking of summative assignment – 100 hours

### 7.4 Module Assessment

The summative module assessment task is to submit a written assignment which describes and reflects on the delivery of a major strategic or operational project you have led or managed during the course of the programme. The rationale for the project must be clearly set out in the context of national policy drivers and local challenges, and must demonstrate the application of learning from evidence of what is effective in delivering outcomes for citizens. The project must have been accepted by your programme sponsor as appropriate to the needs of your organisation. Supporting information will be expected that gives evidence of the project activities, including an observation statement from your programme sponsor. References will be expected to key local or national documents and other relevant literature to demonstrate that you have undertaken wider reading and/or research. The assignment must be between 3,000 and 4,000 words.

You will be expected to submit a project outline and project plan to the University's Virtual Learning Environment (Moodle) in advance of the summative assessment hand-in-date.

We require you to submit your work electronically, on the assignment template, via the University's Virtual Learning Environment (Moodle). You will be provided with feedback on your assignment template, which will indicate how well you have done and summarise the strengths and weaknesses of your work.

### 7.5 Validation History

This module was first approved in May 2016

## 8 Programme Management and Review

Detailed evaluation of student experience is an important and continuing element of the programme. Therefore, the programme will be regularly monitored to record your views. A formal evaluation form will be used during each module as well as on-going informal interviews to discuss module content, materials, exercises, administration, venue or any other issues. Module evaluation is an opportunity for you to comment on the positive and negative aspects of the module, the performance of the teaching staff and the design of the module. Evaluation helps us to check the teaching and learning experience and to improve the quality of the programme.

The management of the programme will be the responsibility of the programme management team, which is led by the IPC Course Director. The team will hold regular internal meetings to discuss any urgent changes and the management of the programme, and an Examination Committee is responsible for maintaining the academic standard of the programme. We receive an annual report from our External Examiner who samples students' work and attends our Examination Committee meetings. A yearly Annual Review meeting is held, chaired by the IPC Course Director, bringing together these meetings and other evaluation materials. Minutes from this meeting are forwarded to the Faculty Academic Enhancement and Standards Committee. As well as the Annual Review process of the Faculty, the programme will also undergo Periodic Review by the University to assess the effectiveness of the programme in enabling students to achieve the intended learning.

The IPC Course Director will report to the National Programmes Management Committee (NPMC) on a regular basis. NPMC membership consists of Association of Directors of Social Services Cymru (ADSSC), Heads of Services, Workforce Development Managers within local authorities, and Social Care Wales.

If you have any concerns or complaints about the programme we would encourage you to discuss the issue with the Module Leader or your Academic Adviser initially. If this is not appropriate please raise the matter with the IPC Course Director who will investigate your concern. You may also initiate a formal student complaint to the University – see section 10.10.

## 9 Student Support

### 9.1 IPC Support Structures

#### 9.1.1 IPC Course Director

Management of the overall IPC course programme, including concerns and complaints, is the responsibility of the IPC Course Director - Fiona Richardson can be contacted on 01225 484088 and by email at [frichardson@brookes.ac.uk](mailto:frichardson@brookes.ac.uk).

#### 9.1.2 IPC Course Administrator

The administration of all IPC courses is dealt with by the Course Administrator - Sasha Carter can be contacted on 01865 488353 and by email at [ipc\\_courses@brookes.ac.uk](mailto:ipc_courses@brookes.ac.uk).

### 9.1.3 Module Leader

Each module will have a Module Leader who will be responsible for the delivery of the taught sessions, and should be your first point of contact for questions relating to the taught content.

### 9.1.4 Academic Adviser

You will be allocated an Academic Adviser with whom you will have an individual tutorial per module, although you can also ask for additional support if necessary. Their role is to advise you about the standard of academic work expected and to be available if you need support, for example if any difficulties or situations arise which affect your ability to study or to undertake work for assessment.

## 9.2 University Support Structures

We also encourage you to take advantage of the network of other support services available within the University. There are various dedicated student support services available through [Student Central](#) and also through the Oxford Brookes [Student Union Advice](#) Service.

### 9.2.1 Disability Services and the Student Dyslexia Service

If you have a disability, medical condition, or specific learning difficulty which may impact on your studies, there is support available to help you. The Student Disability Service provides support, advice and information to current and prospective students of Oxford Brookes University. They will work with you to develop an individual support plan to meet your needs and will also advise you about how the University systems can support students with disabilities. The Student Disability Service currently supports students with a range of disabilities and medical conditions, including:

- Mobility difficulties.
- Sensory impairments.
- Mental health difficulties.
- Long term medical conditions such as ME, multiple sclerosis, epilepsy, RSI.
- Dyslexia, dyspraxia and specific learning difficulties.

For help contact the Student Disability Service:

Student Disability Service

Web: <http://www.brookes.ac.uk/students/wellbeing/disability-and-dyslexia-service/disability/>

Email: [disabilitysupport@brookes.ac.uk](mailto:disabilitysupport@brookes.ac.uk)

Telephone: 01865 484650

Student Dyslexia Service

Web: <http://www.brookes.ac.uk/students/wellbeing/disability-and-dyslexia-service/dyslexia-spld/>

Email: [dyslex.sup@brookes.ac.uk](mailto:dyslex.sup@brookes.ac.uk)

Telephone: 01865 484650

### 9.2.2 Alumni

As a graduate of Oxford Brookes University, you will have joined a community of over 110,000 Brookes alumni who live and work in literally every corner of the world. Wherever they are, they contribute, achieve, and excel in their chosen fields. It is an exciting time for alumni of Brookes: the alumni offer is diversifying and alumni participation is growing. There are more alumni events running than ever before and new benefits and services are regularly being introduced. News, events, services and interactive features are available on the alumni website. It is the starting point for engaging with your alumni community as well as being the place to sign up for your Alumni Membership Card, which gives you access to many of the benefits and services. Visit [www.brookes.ac.uk/alumni](http://www.brookes.ac.uk/alumni) for details.

You can also look forward to receiving the University magazine *Observe*, which is sent to our alumni annually. It is full of alumni and university stories and news to keep you in touch with your university. If you change address, please let us know so that we can update our records. If you ever have any questions where we can help, don't hesitate to contact us on 01865 484878; by email at [alumni@brookes.ac.uk](mailto:alumni@brookes.ac.uk) or visit [www.brookes.ac.uk/alumni](http://www.brookes.ac.uk/alumni).

## 9.3 Learning Resources

### 9.3.1 Brookes Virtual Learning Environment (Moodle)

At Oxford Brookes University we believe in the potential of e-learning to provide wider, fairer access to higher education and to further enrich the student learning experience. E-learning involves the use of computer technology in some way to assist learning and teaching. A key component of e-learning at Oxford Brookes University is Brookes Virtual, the University's integrated Virtual Learning Environment (VLE), which is powered by Moodle. The VLE (Moodle) allows you to engage in learning in locations, times and at the pace that suits you.

This programme uses the VLE (Moodle) to allow you to access electronic versions of programme materials and other learning support materials. It is a requirement that you submit your assignment to the VLE (Moodle) and you will receive feedback on your work via the VLE (Moodle). Information about how to access and use the VLE (Moodle) will be sent to you on enrolment.

#### How to Log Into Brookes Virtual

- Go to the Brookes Virtual Gateway for Students:  
<http://www.brookes.ac.uk/virtual-gateway-for-students/>
- Click on 'Moodle login'
- Insert your Brookes student number and password
- Click 'Log in' button.

### 9.3.2 Personal Information Profile (PIP) Page and Brookes Email

Once registered and enrolled at Oxford Brookes University each student will have his or her own Personal Information Profile (PIP). PIP is a suite of web pages through which you can view and maintain your personal and academic programme details. You must ensure that your personal details are correct. For instance, your full name – as written on your enrolment form – will be used for your certificate, which will be

posted to the address we hold for you in PIP. You can check and change the information we hold about you via PIP, which can be accessed at [https://kmis.brookes.ac.uk/csms/wprin\\_menu.main](https://kmis.brookes.ac.uk/csms/wprin_menu.main). Access to PIP is through your Brookes student number and a password that you will be given at enrolment. For PIP help see <http://www.brookes.ac.uk/students/your-studies/pip/>.

Once registered and enrolled at Oxford Brookes University you will be given a Brookes email account. Your user name will be your Brookes student number and your password will be the same as for your PIP. For email help visit: <https://www.brookes.ac.uk/it/>. You will receive feedback on your work via the Brookes VLE (Moodle) and you will be alerted to this this by an automated email to your Brookes email account. Note that emails to your Brookes email account can be forwarded to an email address of your choice. Information about how to do this can be downloaded from the 'Getting started with Moodle IPC student guide' from the 'Help and Guidance' section of the VLE (Moodle).

### 9.3.3 Library

You will have the use of all onsite as well as online Oxford Brookes University Library facilities. The onsite libraries have an extensive range of health, welfare, and social care texts and journals. The Library also provides access to a wide range of online resources, including databases and thousands of full-text electronic journal titles, many of which you can access from home or work: access is via the Library's home page, [www.brookes.ac.uk/services/library](http://www.brookes.ac.uk/services/library) (then click on Electronic Library). You can find details of all our books and journals on the Library Catalogue on the Web: <http://catalogue.brookes.ac.uk>.

Library staff are always happy to help you with queries about finding information. The Subject Librarians for Social Care can be contacted by phone on 01865 483135 or by e-mailing [healthcarelibrarians@brookes.ac.uk](mailto:healthcarelibrarians@brookes.ac.uk). Extensive help, guides and information on finding Social Care resources are also available from the Library's Web pages: <http://www.brookes.ac.uk/library/subject-help/health-and-social-work/>.

### 9.3.4 Cite Them Right

As a student at Oxford Brookes University you will be able to access 'Cite Them Right' Online: a resource to help you understand referencing, including a sample text and reference list using the Harvard style. Instructions for accessing Cite Them Right through the Oxford Brookes Library webpage - The Electronic Library – can be downloaded from the 'Help and Guidance' section of the VLE (Moodle). The Basics section of Cite Them Right Online is a good place to start if you are looking for advice about referencing and the quote below is taken from there:

Referencing is the process of acknowledging the sources you have used in writing your essay, assignment or piece of work. It allows the reader to access your source documents as quickly and easily as possible in order to verify, if necessary, the validity of your arguments and the evidence on which they are based. You identify these sources by citing them in the text of your assignment (called **citations** ...) and referencing them at the end of your assignment (called the **reference list** ...). The reference list only includes the sources cited in your text. It is not the same thing as a bibliography, which

uses the same referencing style, but also includes all material, for example background readings, used in the preparation of your work.

You must systematically save full details, for example author, date, title, [website address] of any material you use *at the time you use it*. Besides being good academic practice, this ensures that you do not have the problem of trying to find sources you may have used weeks or months previously.

... By referring to the works of established authorities and experts in your subject area, you can add weight to your comments and arguments. This helps to demonstrate that you have read widely, and considered and analysed the writings of others. Remember, good referencing can help you attain a better grade or mark... Most importantly, good referencing is essential to avoid any possible accusation of plagiarism. (Cite Them Right Online, italics and bold in original).

Cite Them Right Online *What is referencing and why is it important?* Available at <http://www.citethemrightonline.com/Basics/what-is-referencing> (no date) (Accessed: 8 May 2014).

## 10 Programme Regulations

Oxford Brookes University core regulations, including assessment (A3), and student conduct (C1), complaints (C2), and appeals (C3) as well as general regulations and other policies such as guidance on proofreading (E21) apply, which are subject to change and may be accessed at <http://www.brookes.ac.uk/regulations/>. The programme falls under the University's specific [Regulations for Postgraduate Taught Programmes B4](#).

### 10.1 Conditions for the Award

The overall grade for the award will be based on an average of the three summative assessments. A grade of Fail, Refer, Pass, Merit or Distinction will be awarded. To gain the award you must meet the assessment criteria within the set deadlines. In addition, to gain the award you are required to complete a project outline and plan for your work-based project. We require you to submit your work electronically, using the assignment templates.

### 10.2 Re-submissions

Students who do not pass the summative assessment may resubmit it once more. New deadlines for the re-submission will be set in consultation with the candidate. Students will receive feedback indicating the main reasons why the assessment did not pass. Failure to resubmit the work or to pass the assessment, upon reassessment, will lead to the student failing the course. If successful in a re-assessment the maximum grade awarded is a Pass of 50%.



### 10.3 Retakes

A student who fails the course, for instance by not passing a re-submission, has the opportunity to retake it once more. A retake allows the student another attempt at the course assessment i.e. to submit the assessment and, if needed, re-submit it once more. This will be at additional cost. If successful in a retake the maximum grade awarded is a Pass of 50%.

### 10.4 Extension of Deadlines

Assessed work must be handed in by the agreed deadline(s). If you hand in work late without an explanation you will normally be deemed to have failed the assessment. In accordance with the University's mitigating circumstances regulations, deadlines can only be extended in exceptional and extenuating circumstances such as illness and other unforeseen personal, family or work difficulties. Applications for extensions must be made in writing, in advance of the submission date on the appropriate form. You may be required to submit evidence such as a doctor's note or letter from your employer. All extensions must be approved by the University as set out in IPC's guidance on mitigating circumstances, which can be accessed at <http://ipc.brookes.ac.uk/what-we-do/skills-development-programmes/ipc-policies.html>. IPC's policies on cancellation can also be found there.

### 10.5 Duration and Mode of Study

The programme is studied on a part-time basis. It is designed to be completed in approximately eighteen months of study. To qualify for the award a student must have completed and passed all modules within three years of enrolling on the programme.

### 10.6 Withdrawal from the Programme and Suitability Procedures

Withdrawal from the programme may be voluntary, or necessitated by failure to pass assessment criteria. Students will receive an assessment scheme for any completed summative assessment. If you leave the programme early (without completing all modules and receiving the full award) you will receive a transcript and exit letter that confirms the name, level, credit and outcomes of the module(s) successfully completed.

Work-based learning is an essential element of the programme and the entry criteria therefore include the need for students to be employed in a social care setting. If you change employment during the programme it will be important to review with your new employer, and IPC, arrangements for your continuation on the programme, and for the completion of a new written agreement (appendix 1). Although IPC will endeavour to accommodate changed employment circumstances of students, it may not be possible for you to complete the programme if you change employment during it, particularly if you leave social care.

Oxford Brookes University Standards Relating to Professional Practice apply to this programme. If, during the programme, we have any concerns about your suitability to practice as a social worker, or other professional, we will inform your employing agency and the Care Council for Wales (or appropriate professional body).



## 10.7 Accreditation of Prior Learning and Experience

Applicants with prior credit from other courses may be admitted with credit for, and therefore exemption from, part of this programme, via the APL process. The assessment of prior learning (APL) or prior experience (APEL) will be conducted in accordance with the principles, procedures and guidance in the University's Credit Accumulation and Transfer Guidelines. Where credit is given for accreditation of their prior experience (APEL), the student may be required to undertake assessment in order for a grade to be determined.

## 10.8 Academic Practice

We need to draw attention to the need to avoid plagiarism - the term for the use of unacknowledged sources in assessed work. The University will treat plagiarism as a disciplinary offence, with penalties ranging from a reduced mark to failing the course, depending on the seriousness of the plagiarism. It is vital that you acknowledge sources scrupulously, whether quoting or simply referring to someone else's work. Any potential cases of [Academic Misconduct](#) are referred to a specialist officer, termed an Academic Conduct Officer or ACO. The ACO investigates a case, interviews the student and awards one of the designated penalties (based on an agreed tariff for different levels of plagiarism).

If you are not too confident in the accuracy of your written English, you may want to ask someone to help you by checking your work. However it is important that this is not done in such a way that you are committing academic misconduct, which could result in disciplinary action. University [guidance about proofreading](#) is available.

**Turnitin** is a web-based tool that supports students in the development of good academic practice when preparing written work for assessment. This text-matching tool allows academic staff to check students' work for improper use of sources or potential plagiarism by comparing it against continuously up-dated databases (including web-pages and student work). Turnitin produces an 'Originality Report' for each submitted piece of work which indicates all the matches in the student assignment to the web-based sources on its database, and thus can provide academic staff with the opportunity to help students develop proper citation methods as well as to safeguard students' academic integrity. Turnitin may be used as part of an investigation into an alleged case of academic misconduct but its primary use is to support students' academic development and enhance good academic practice. You must submit your assignment text to Turnitin and to report your Turnitin originality score on the assignment template.

## 10.9 Appeals

Oxford Brookes University Regulation C3 Academic Appeals can be found at <http://www.brookes.ac.uk/regulations/>. This procedure allows you to appeal against your assessment result if it is believed an error has occurred under one of the grounds stated in the regulations:

- the assessment was not conducted in accordance with the regulations for the programme
- the judgement of an examiner(s) was affected by personal bias

- there was an administrative error or some other irregularity in the conduct of the assessment causing the assessment decision to be significantly different

If you think that there was a flaw in the assessment process, you can submit an Academic Appeal. More information about the appeals process can be found at [Student Disputes](#). If you would like independent advice you are strongly advised to consult the [Brookes Union Advice Service](#) who can help you decide what your options are and help you put forward your case if you have grounds to do so.

### 10.10 Complaints

If you have any concerns or complaints about the course we encourage you to discuss the issue with the Lead Tutor or Academic Adviser initially. If this is not appropriate please raise the matter with the IPC Course Director who will investigate your concern. However, students may also initiate a formal student complaint to the University within two months of the event. You should submit a completed Complaints and Appeals Form via email to [studentdisputes@brookes.ac.uk](mailto:studentdisputes@brookes.ac.uk). The form, and more information about the process, can be downloaded from [Student Complaints](#) and for further advice contact the [Student Disputes](#) team. For independent advice you can also contact the [Brookes Union Advice Service](#).

# Postgraduate Certificate in Strategic and Operational Leadership in Social Care



## Student and Employing Agency Agreement

- 1 This agreement sets out the commitments of ....., the employing agency, and ....., the participant to the Institute of Public Care’s (IPC) Postgraduate Certificate in Strategic and Operational Leadership in Social Care. It is designed to ensure that all parties are clear about the requirements of the programme, and needs to be completed and signed when enrolling on the programme.
- 2 The employing agency will:
  - a. Pay the programme fees set by Oxford Brookes University.
  - b. Meet the travel expenses of the participant (if relevant).
  - c. Enable the participant to attend all the set days of the programme, and make available at least 1 study day per module to help the participant to complete assessments to deadlines.
  - d. Support the participant with any specific access or communication needs they may have.
  - e. Ensure the participant has access to the internet, and is supported to be able to use information technology to engage with the University’s Virtual Learning Environment.
  - f. Support the participant throughout the programme. Specifically, the participant’s programme sponsor will attend the initial seminar, contribute to the 360 degree assessment at programme start and end, will be involved in discussions about the assessment topics and will complete a workplace observation of practice.
- 3 The programme participant will:
  - a. Attend all the set days of the programme. Inform IPC and the employing agency of any significant and unexpected event that prevents them from attending any part of the programme.
  - b. Agree the topic for the assessed work-based project and case study with their programme sponsor, or a suitable substitute.
  - c. Meet the deadlines for submission of assessments.
  - d. Notify IPC of any relevant access or communication needs they may have in relation to this programme.
  - e. Access the internet to download resources and submit assignments.
  - f. Undertake the background preparation, research and self-study necessary to meet the requirements of the programme.
- 4 Please note that IPC are required to report on participants’ attendance on the programme and progress in submitting assessments to the employing agency and the programme sponsor.

5 Signed: ..... Participant  
 ..... On behalf of employing agency  
 ..... Date