



The Open
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WALES CYMRU

The Open University in Wales

Certificate of Higher
Education in Social Care
Practice (Wales)

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Life-changing Learning

Everything you need to know to start your journey with The Open University (OU) is right here. The launch of the OU changed the landscape of higher education forever. The principle we're founded on – that the very highest standard of education should be accessible by the many, not the few – still drives everything we do. It's why we're experts in part-time study and why more adults choose the OU than any other university.

We're experts in flexible, part-time study

No-one understands how to help students succeed and make knowledge stick better than us – we're the leading expert in flexible higher education. To do what we do successfully, year after year, requires exceptional technology, methods and staff. The way we work, works – not least because it's flexible enough to work around you and your life.

We're one of the world's finest universities

Everything we do is grounded in the research we're internationally famous for – OU research changes the world. It's this combination of world-class teaching and research that makes our qualifications so highly respected and our study materials so sought after.

We're more local than you think

Our qualifications are delivered by our network of around 300 tutors in Wales, many of whom are practicing professionals with strong academic backgrounds and sector-specific skills. We also have around 150 local events each year so why not come and talk to us? You can find your nearest event at www.openuniversity.co.uk/events.

We're just a phone call away

Students get excellent study assistance from Student Support Teams – specialist teams dedicated to helping students successfully complete their modules. Once you are registered as a student, you will have access to these specialist teams. If you'd like to find out more, contact our Student Recruitment Team on **0300 303 5303**.

Students love us

It's great to know we're doing things right in the eyes of the people that matter most – our students. That's why we're proud that we have been rated as number one for overall student satisfaction in Wales since the National Student Survey began in 2005. We think it's a reflection of the unique study experience that we offer.

Introduction

Are you working in social care and thinking about social care or social work as a career? This certificate is the ideal way to find out if it's the right career for you, at the same time as developing valuable skills that employers' value.

In March 2016, the Care Council for Wales (now Social Care Wales) selected the certificate as the qualification for the social services practitioner role. The Social Services and Wellbeing (Wales) Act 2014 makes provision for recognising and extending social care support roles in which Practitioners will provide information on accessing services, and contribute to assessment, planning, delivery and review of care services. These are aspects of a wide variety of current social care support roles, and the certificate will therefore be appropriate for you if you are in a paid or voluntary social care setting where your role includes this kind of activity. The certificate can also be counted as Stage 1 of the Open University's social work degree and is provided in partnership with employers in Wales. Our flexible study arrangements fit in with your work and home life, so you can carry on earning while you learn.

The certificate sits within the social work department and our curriculum is developed by leading academics and professionals who are actively engaged in social work and social care, ensuring that teaching reflects current priorities. People who use services take an active role and their voices are heard throughout our learning materials – challenging and enriching the contributions of practitioners and policy makers alike. People who use services also take an active part in the development, management and delivery of the certificate, bringing their own expertise developed through personal experience.

As a student, you will be encouraged to use the Welsh language in your studies. You should use what you can – feel free to take a 'mix and match' approach, using either or both languages where you feel most comfortable doing so, including both speaking and writing. A Welsh Language Development Tutor is in place to support you in this. You will also have access to a Fforwm Cymru/Wales Forum where you will find out more about working and living in Wales, share your experiences, and find bilingual resources.

The certificate will give you an insight into social work and social care in Wales and the UK, starting with an up-to-date, authoritative overview of care services – with real-life case studies taking you deep into the experience of giving and receiving care. You'll also develop your knowledge of social care practice in Wales, with specific reference to the Social Services and Wellbeing (Wales) Act 2014. You'll learn about the principles of the Act and the role of the social services practitioner (and other similar roles). You'll explore ideas about what social care/social work is – using case studies with children, older people, mental-health communities, children with disabilities and people with learning disabilities to apply learning to practice contexts. You'll also develop your knowledge of the social services practitioner requirements, the key roles of social work and codes of professional practice for social care. The certificate also builds key skills in information and communication technologies (ICT), digital and information literacy and reflective writing.

Career relevance and employability

As well as helping you to decide whether this area of work and study is for you, the certificate will equip you with the valuable skills and experience you will need to practice as a social services practitioner (or similar), as well as to progress to further study and/or professional training in the future. If you're considering a career in social work, it provides an excellent pathway into professional qualification.

In order to successfully complete the certificate, you'll need to be in paid/unpaid employment in a social care setting, or have recent experience (within 6 months prior to starting your first module). Your work setting needs to provide opportunities for provision of information on accessing services, and contributing to assessment, planning, delivery and review of care services.

Please note that this certificate does *not give automatic entry to the social work degree* (which has specific entry requirements and selection process). However, if you do subsequently gain entry to the social work programme, you'll be able to count your study towards your degree. For further information about the Open University degree in social work, please contact the Open University in Wales (Wales-hwsc@open.ac.uk)

What you will study

The certificate provides a firm foundation for your practice as a social services practitioner (or similar), developing underpinning knowledge and essential study skills, including digital and information literacy. *Introducing health and social care* (K102) and *Foundations for social work practice* (KZW113) offer a fascinating insight into the organisation of social care in Wales and the UK, developing your awareness of the different components of good practice and building your confidence.

K102 Introducing health and social care We all depend on care services at some time in our lives – at home; in hospitals, clinics or GP surgeries; or in community and residential settings. This key introductory module provides an authoritative overview of health and social care, with real-life case studies taking you deep into the experience of receiving care and working in care services. Whether you're involved in care work (paid or unpaid), use services yourself, or simply have a general interest, this module will build knowledge and understanding, develop skills, and prepare you for further study.

KZW113 foundations for social work practice provides students with an initial understanding of the skills, knowledge and values that underpin the practice of working alongside people within the social care sector. It integrates practice experience with beginning to develop reflective skills that can integrate knowledge of both policy and theory to inform good practice.

Module availability is subject to change

Qualification structure

Study order as listed.

Compulsory modules – 120 credits	Credits
<i>Introducing health and social care</i> (K102)	60
<i>Foundations for social work practice</i> (KZW113)	60

Start dates

K102 has start dates in February and October. KZW113 has a February start date only.

If you wish to complete the certificate in the minimum of eighteen months you will need to start with the October 2020 presentation of *Introducing health and social care* (K102) followed by *Foundations for social work practice* (KZW113) the following February. Students following the standard route will study the modules starting in consecutive years, commencing with K102 in February 2021.

What does the work involve?

You will need to be able to plan and organise your work

You will need access to an up-to-date computer

K102 - You will need to attend one face to face day school for K102 plus online tutorials and complete five tutor marked assignments (TMAs) plus an End of module assessment

KZW113 - You will need to be able to attend three all-day (compulsory) face to face workshops (held on Saturdays), four (compulsory) online tutorials, as well as several optional online tutorials, and complete seven tutor marked assignments (TMAs), three interactive computer marked assignments and an End of module assessment

Your practice will be assessed on evidence of practice alongside study of KZW113, which you will present in a structured portfolio, and your ability to reflect on this experience.

Who's responsible for what?

The Open University

It is the responsibility of The Open University to:

provide multimedia study materials for students

provide academic support and assessment

provide practice portfolio assessment

organise and administer all the assessment and award procedures

Sponsoring agencies

It is the responsibility of sponsoring agencies to:

- select appropriate staff members

- complete and return the appropriate registration forms available on request from the Open University (Wales-hwsc@open.ac.uk)

- ensure payment of the fees (if they are also funding the student)

- support students by giving them study leave throughout the study period where possible

- provide supervision by a registered social care practitioner and verification of the student's work by their line manager (these two roles may be undertaken by the same individual if appropriate)

Students

It is the responsibility of the student to:

- undertake study and assessment required by the academic element of the certificate, including attendance at compulsory workshops (KZW113 – face to face workshops held on Saturdays, online tutorials held on evenings/weekends))

- if not sponsored, gain confirmation from their employer that they have consent to use current experience for the purposes of KZW113, that appropriate supervision is available by a registered practitioner, and that their line manager is willing to verify their work (these may all be undertaken by the same individual if appropriate).

- undertake the practice portfolio based on current practice

- pay fees if they are not funded by their employer (payable at the point of registration)

Costs and help with funding

OU fees are payable on a module-by-module basis. If you are an independent student, you will be required to pay at registration. If you are sponsored, your employer will be invoiced shortly after module start.

Please note: students' resident in England will be subject to English fees, even if they are working in Wales – all enquirers should ensure they request the correct information for their nation of residence.

If you are on a low income, you may be eligible for financial support. **For advice on help with fees and funding**, please go to the fees and funding website.

Credit transfer

Students who already hold a relevant higher education qualification may be able to claim credit transfer against the first module in the certificate, *An introduction to health and social care* (K102). Only previous study which is five years old or less will be considered. References will be required.

Further information is available on our credit transfer website. Claims may take about eight weeks to process and must be finalised before you register to begin studying with us, so applicants are strongly advised to submit their claim as early as possible.

Students who have already completed *An introduction to health and social care* (K101) may bring this into the CertHE, taking *Foundations for social work practice* (KZW113) to complete the qualification.

In addition, those students who have already completed both *An introduction to health and social care* (K101), and *Foundations for social work practice* (KZW113) prior to 2017 may apply through their employer to complete a 'top up' portfolio if they wish to complete the requirements for the role of the social services practitioner. This will incur a charge. Students who completed these modules more than 5 years prior to joining the certificate will also need to complete a further reflective exercise demonstrating the currency of their learning.

Teaching and support

Study materials

Distance learning study materials (study materials, podcasts, online videos and other online resources) provide the foundation for your learning experience.

Study materials, module calendars and details of tutors and tutorial/workshop dates are available through the module website.

Tutorial support

OU tutors, appointed for each module, will guide and support you throughout your academic studies and monitor your progress throughout the year. Tutors will take appropriate action if you appear to be in difficulty academically, providing additional support if necessary. Suitably qualified programme will tutors support your practice learning and advise on completion of the practice portfolio.

Tutorials and practice workshops

There is one face-to-face day school early in K102, with further individual and group tuition online. The practice learning module (KZW113) is mediated through three compulsory all-day workshops and online tutorials/discussions. These will provide an important link in helping you to integrate your academic study with practice experience. Day schools and workshops are normally held on a Saturday.

Peer support

The establishment of self-help groups by students working within the same agency or same locality is encouraged. The sharing of ideas and experience will enrich your studies, and encouragement and support from others will often help you to keep going when energy and enthusiasm are at a low ebb. All students are expected to participate in online discussions.

Computer and internet access

There is a substantial amount of online and computer-based teaching and learning on both modules. Resources and many teaching activities are delivered online. You will also be expected to access a wide range of information electronically through the University's library website. Assignments are submitted electronically and students will take part in online discussion activities.

This means that to study the certificate, you will need access to a computer and to the internet at home. It is your responsibility to ensure that your computer is of an adequate

specification, that it includes Microsoft Office software (Word, Excel and Power Point) and that you have reliable internet access, well before starting your studies. You are also responsible for meeting the costs of internet access and printing. If this is likely to be problematic for you, you should discuss this with your employer if you are sponsored.

Study leave

Drawing upon experience, we know that students with generous study leave (for private study and day schools or workshops) and supportive employers are more likely to succeed and can do so in a shorter period of time.

Exact arrangements for study leave should be agreed between you and your employer and will depend on students' work patterns. The OU recommends 18 days study leave for each 60 credits of study. **You should not assume you are entitled to study leave, however, particularly if you are not sponsored by your employer.**

Haven't studied for a while?

The idea of studying at University level can be daunting, particularly if you left school with few or no formal qualifications. If you're not sure whether you're ready to study, you might like to look at the Open University's [Pathways to success in Higher Education](#). This is a free resource which will introduce you to some of the skills you will need as you study, including reading and note taking, and using academic English. There are also materials relevant to health and social care to try before you commit to a full module. Select the Health and Social Care Pathway, where you will find a variety of free short courses to try. Hard copies of this document are available on request from wales-hsc@open.ac.uk.

You might prefer something more challenging to get you back into learning, such as a 'badged open course'. These courses involve 24 hours' study in total (8 x 3hours a week, with quiz type tests (that can be repeated). If you have not studied before, [English: skills for learning](#) would be helpful in getting you ready for learning. If you would like to improve your written Welsh, go to [Adnoddau cefnogol sgiliau iaith](#) at the Coleg Cymraeg Cenedlaethol website. Other courses more directly related to health and social care can be found on Open Learn/OpenLearnCymru, including [Social care in the community](#) and [Introduction to social work in Wales](#) (available in Welsh and English).

Step by step guide: registration for the Certificate of Higher Education in Social Care (Wales)

Independent students

Step 1: You should contact the Open University and ask to speak to someone in the social work team to ensure your current work experience is appropriate to enable you to complete KZW113

Step 2: If you have appropriate experience, you can then register for the certificate (your fees will be payable on registration)

Step 3: You will receive a welcome email and begin your studies

Sponsored students (employer funded) – advice for sponsors

Step 1: You will need to request a **corporate booking** form (Wales-hsc@open.ac.uk) indicating how many places are required and on which modules, providing students' full contact details and postal addresses

Step 2: A booking will be made, and you will be sent a pack by post, indicating what further information/action is required

Step 3: On completion, these documents should be returned to the Open University who will arrange for registration to be completed.

Step 4: Your students will be registered onto the relevant module(s), receive a welcome email, and begin their studies

Step 5: You will receive an invoice shortly after the module start date

Contact points for advice and information

Faculty of Health and Social Care,
The Open University in Wales,
18 Custom House Street, Cardiff, CF10 1AP

Click www.openuniversity.co.uk/ug

Email: Wales-hwsc@open.ac.uk

Call the wales Learner Support Team on 029 2047 1019

Our lines are open:

Monday to Thursday 09:00 to 17:00

Friday 09:00 to 16:30