

Jargon Buster

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| AL | Associate Lecturer |
| CertHE | Higher Education Certificate |
| COPP | Codes of Professional Practice |
| DBS | Disclosure & Barring Service |
| DO | Direct Observations |
| EAB | Examination and Assessment Board |
| EMA | End of Module Assessment |
| iCMA | Computer Marked Assessment |
| MPR | Mid Point Review |
| NOS | National Occupational Standards |
| PA | Practice Assessor/Practice Teacher |
| PAP | Practice Assessment Panel |
| PAR | Practice Assessors Report |
| PLA | Practice Learning Agreement |
| PLG | Practice Learning Guide |
| PLO | Practice Learning Opportunity |
| PWP | Practice Working Party |
| PT | Programme Tutor |
| ROCP | Records of Critical Practice (sometimes referred to as CROP – Critical Record of Practice) |
| ROP | Records of Practice |
| SCW | Social Care Wales |
| ST | Staff Tutor |
| SSP | Social Services Practitioner |
| SST | Student Support Team |

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| SU/C | Service Users and Carers |
| TMA | Tutor Marked Assignment |
| WPP | Wales Programme Partnership |
| WPS | Work Place Supervisor |
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| T34 | Higher Education Certificate in Social Care Practice |
| Q42 | BA (Hons) Social Work degree programme |
| K101 | Introduction to Health and Social Care |
| KZW113 | Foundations for Social Work Practice |
| K271 | Social Work Law |
| KZW216 | Applied Social Work Practice |
| KE322 | Young lives, parenting and family (<i>level 3 option</i>) |
| K313 | Leadership and Management in Health and Social Care (<i>level 3 option</i>) |
| K323 | Investigating Health and Social Care (<i>level 3 option</i>) |
| K314 | Approaches to mental health (<i>level 3 option</i>) |
| KZW315 | Critical Social Work Practice |

Associate Lecturer (AL)

This is the tutor who works with the students in workshops, and who marks students' assignments.

Higher Education Certificate in Social Care Practice (CertHE)

The Certificate is made up of 2 modules, *K101 An introduction to health and social care* and *KZW113 Foundations for social work practice*. The Certificate is equivalent to Stage 1 of the social work degree but is open to sponsored and independent students working (paid or unpaid) in social care.

Codes of Professional Practice (COPP)

These are a set of ethical guidelines which have been developed by Social Care Wales and are linked to the standards of practice for anyone working in a social care setting. Students are expected to provide evidence of their understanding and acceptance of the Codes of Professional Practice.

Disclosure and Barring Service (DBS)

Students on the social work degree must have a DBS check and present their DBS certificate to the University to ensure they

can work with children and adults.
Previously known as a CRB check.

Direct Observations (DO)

During their Stage 2 and Stage 2 practice learning opportunities (often called placements), students are observed working with service users and/or carers in a practice setting by a Practice Assessor. They and the student complete Direct Observation forms for their practice portfolio, and the service users and carers are asked for their feedback, which is also included the portfolio.

Examination and Assessment Board (EAB)

This is where the students' academic work is finally approved as a pass or fail. The Board includes the course team, a representative from the Exams and Assessments office, and the external examiners.

End of Module Assessment (EMA)

This is the 'examinable component' but is a piece of assessed work as opposed to an exam. This is not marked by the Student's own Tutor. It comprises 50% of the total mark.

Interactive Computer Marked Assignment (iCMA)

Students complete these tasks on the computer and they are also marked by a computer. It is a requirement of the Care Council for Wales that students have good computer skills by the time they complete the degree, and the iCMA's assess these digital information skills.

Mid Point Review (MPR)

This is a meeting which will take place approximately halfway through the Practice Learning Opportunity, in order to monitor the progress of the student's learning. The meeting will be attended by the Student, Practice Assessor and the Programme Tutor.

National Occupational Standards (NOS)

These standards are set by Social Care Wales. The standards are divided into six key roles. Each key role is divided into units which in turn are divided into sub-sections. There are twenty one units in total. As part of their three practice learning opportunities, the students are expected to provide evidence for all the standards, units and sub-sections.

Practice Assessor (PA)

The Practice Assessor is a qualified social worker who has undertaken a further qualification in practice teaching/assessing. The role of the Practice Assessor is to guide the student through the Practice Learning Opportunity, offering supervision and assessment of practice, and also to complete a final report for submission to the Practice Assessment Panel.

Practice Assessment Panel (PAP)

This panel includes Professionals, Staff and a Service User/Carer representative, who agree the final recommendations in respect of the assessment of student practice during the practice learning opportunity.

Practice Assessor's Report (PAR)

This is written by the Practice Assessor and will include a summary of evidence linked to the student's practice during the Practice Learning Opportunity. The student will provide evidence of meeting the National Occupational Standards within the report.

Practice Learning Agreement

This document is completed by the student and their Practice Assessor and then passed to the Programme Tutor. It provides details of the practice learning opportunity for them and for the University.

Practice Learning Guide (PLG)

This document contains instructions and information needed by all involved in the Practice Learning Opportunity.

Practice Learning Opportunity (PLO)

Students must spend at least 200 days in a social work setting over the course of the degree. Their practice is assessed by a Practice Assessor and they must pass each PLO in order to gain the degree.

Practice Working Group (PWG)

This group works on recommendations arising from the Practice Assessment Panel (PAP) and meets as and when the need arises.

Programme Tutor (PT)

The Programme Tutor ensures the quality of the Practice Learning Opportunity (PLO) on behalf of the Open University is responsible for monitoring the

arrangements made and for supporting the student while on PLO.

Records of Practice (ROP) /Records of Critical Practice (ROCP)

ROPs at level 2 and ROCPs at level 3 are an important tool allowing the student to critically reflect on what, why and how they are practising social work, as well as how their own and the agency's practice can be evaluated. They are a good way of providing evidence of the National Occupational Standards and students must submit a minimum number with their Practice Assessor's Report (PAR).

Social Care Wales (SCW)

Social Care Wales was established in October 2001 to promote high standards of conduct and practice among social care workers and high standards in their training. Their aim is to ensure children and adults who are receiving social care services should be able to rely on a workforce that is properly trained, appropriately qualified and effectively regulated. Degree Programmes in Wales are also regulated by Social Care Wales. Social Work students must register with

Social Care Wales before starting to study on the degree.

Staff Tutors

Staff Tutors are academic members of OU staff. Staff Tutors manage Associate Lecturers and Programme Tutors. Each Staff Tutor has a particular area of the curriculum they look after.

Social Services Practitioners

The Social Services and Well-being (Wales) Act 2014 and the accompanying Codes of Professional Practice highlighted the need for Social Services Practitioners - those involved in assessments - to have the necessary knowledge, skills and competence to do so, underpinned by an appropriate social care qualification. The OU has a pilot programme with Local Authorities offering the CertHE as this qualification.

Student Support Teams

The Student Support Team are members of OU staff who provide support and guidance to OU students over the phone and by email. There is a Student Support Team for Welsh students based in Cardiff.

Service Users and Carers (SU/C)

A service user is someone who uses, or who may use, social care services. A carer is someone who provides support to family or friends because they are ill, disabled, elderly, experiencing mental distress or affected by substance use.

Tutor Marked Assignment (TMA)

The Students are set a number of assignments to complete the continuous assessment of the course. These are marked by their module tutor (Associate Lecturer) and comprise 50% of the total mark.

Wales Programme Partnership (WPP)

This Partnership oversees all aspects of the degree. It is made up of the Head of the Social Work Department Wales, Employer Partners, Service User/Carer representatives and other staff representatives.

Workplace Supervisor (WPS)

The WPS provides day-to-day supervision of the student and their practice for the agency, where the Practice Assessor (PA) is not based on the same site as the student.

***Prepared for the Open University in Wales
by the Service User and Carer Advisory
Group***