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# Certificate of Credit in Commissioning and Purchasing for Public Care

**Assignment Support:**

**Session 1**

Namaste مرحبا Bem Vindo Selamat Datang  
Willkommen  
Croeso  
Welcome Bienvenidos أهلا وسهلا  
Bienvenidos Benvenuti  
Welkom  
Bienvenue Bem Vindo  
Welcome  
Croeso  
Namaste  
أهلا وسهلا مرحبا  
Selamat Datang  
Welcome  
Willkommen  
Bienvenue  
Bem Vindo  
Benvenuti  
Willkommen  
Benvenuti  
добре  
дошъл  
Καλώς ήλθατε

# Agenda

- Introductions
- Assignment support process
- Assignment assessment criteria
- Your commissioning project
- Next steps



# Introductions

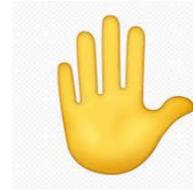
# Working online – what we expect from you



Give yourself the space to learn and engage with the course



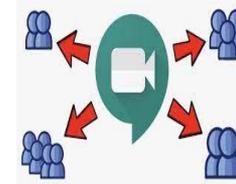
Respect and professional confidentiality



Raise your 'virtual hand' if you would like to contribute or ask a question



This is still a learning environment – be present, join in and contribute



Be prepared to go into breakout rooms and self manage activities and contributions



Keep your camera on where possible



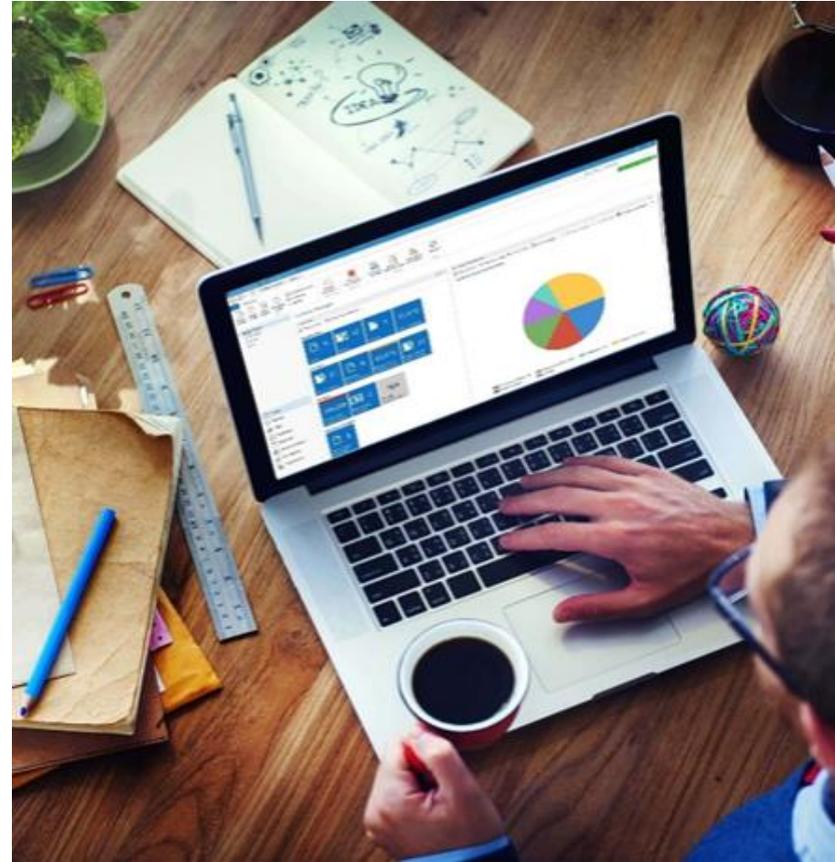
Mute your microphone when not contributing to reduce background noise



Be on time for the sessions and from breaks

# Checking in...

What does the assignment task mean to you?



# Institute of Public Care – Commissioning Cycle



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# Assignment support process

# What is the Role of an Academic Advisor?

*“Academic advising takes place in “situations in which an institutional representative gives **insight or direction** to a student about an academic...matter. The nature of this direction might be to **inform, suggest, counsel, discipline, coach, mentor, or even teach**”*

Kuhn (2008)

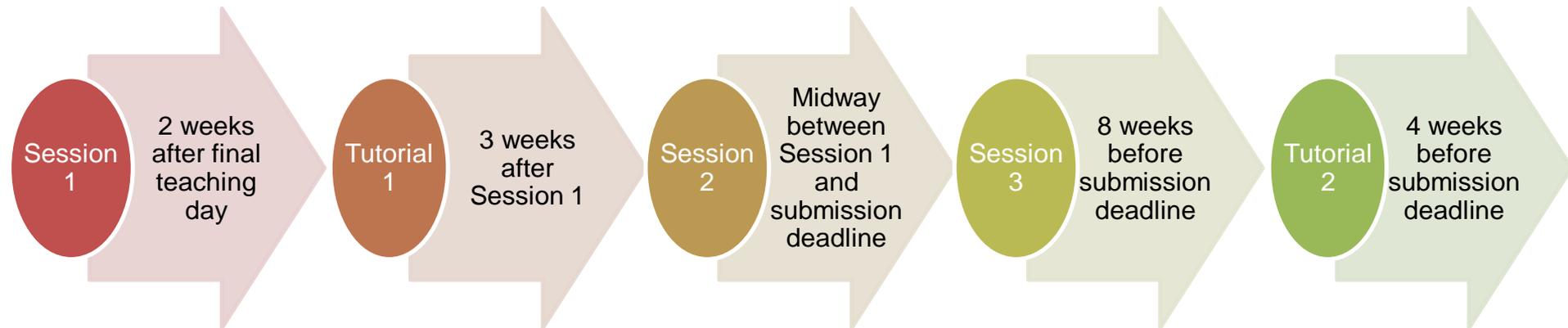
*“Academic advising is a process of information exchange that empowers students to realise their maximum educational potential. The advising is **student-centred** and will result in the student gaining a **clearer understanding of themselves, and the experience of higher education**’*

Quoted on Academic Advising: Campus collaborations to foster retention (1999)

# Academic Advising Policy

- [This policy](#) establishes a clear governance structure, reporting protocols and lines and accountability
- The purpose of Academic Advising at OBU is to enable all students to take **responsibility for their academic progress, grow self awareness of their academic abilities** and where necessary aid students in identifying appropriate academic, professional and personal development **opportunities and support**

# Assignment support process



# Key dates

- Assignment support
- Session 1:
- Tutorial 1:
- Session 2:
- Session 3:
- Tutorial 2:
  
- Submission deadline:

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# Assessment criteria

# Assignment task

Submit a written assignment which explains and reflects upon a commissioning or purchasing project that you have undertaken. The rationale for the work must be clearly set out in the context of national policy, best practice, and draws on a critical analysis of the relevant current commissioning and purchasing arrangements in your local organisation or service.

Supporting information will be expected that gives evidence of the project activities. The project must have been accepted by your line manager as appropriate to the needs of your organisation, and have been undertaken during the course.

Minimum of 4,000 words and a maximum of 5,000 words.

Work will be assessed using the assignment template.

# Word limits

Assignment title

5,000

Safe  
limit

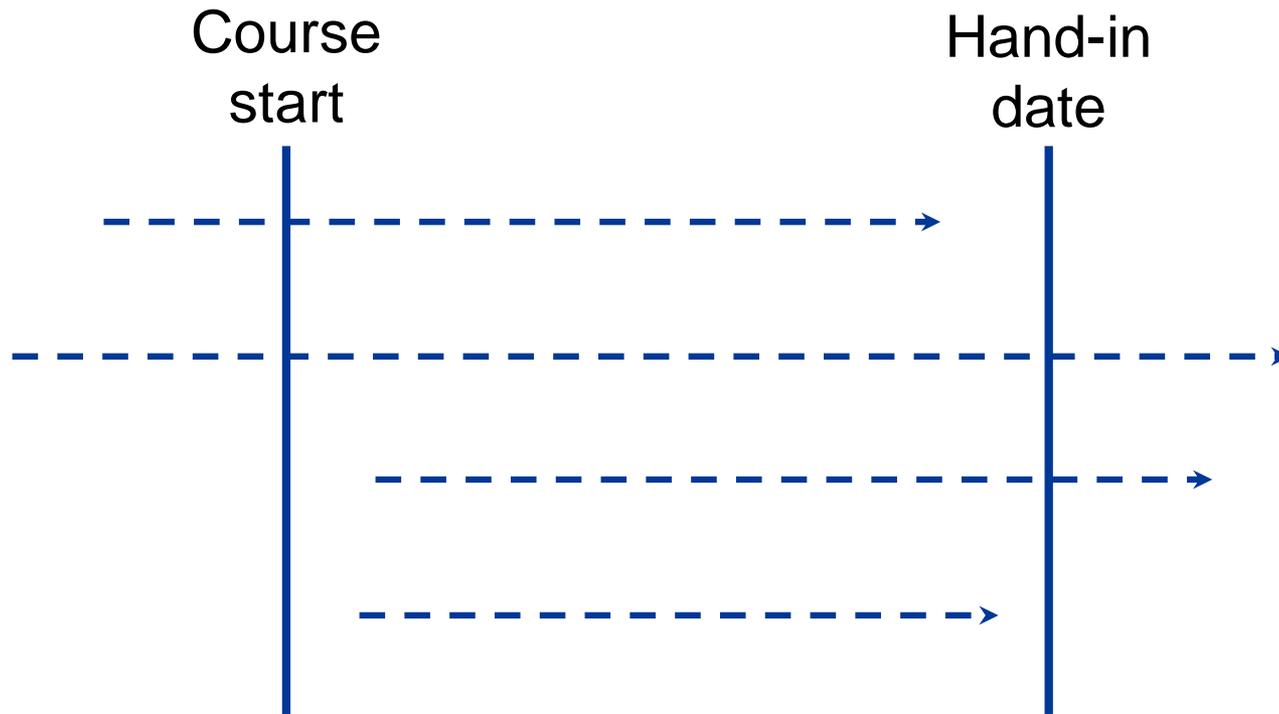
Assignment text

4,000

Reference list

Appendices

# Project and assignment timescales



# Assessment criteria

a) Provide a rationale for the development of the project, drawing on a critical understanding of commissioning and purchasing good practice and national guidance	<b>20%</b>
b) Demonstrate appropriate commissioning or purchasing practice	<b>20%</b>
c) Critically evaluate the effectiveness of the activities undertaken and their impact on commissioning or purchasing practice within your service and/or organisation	<b>20%</b>
d) Provide a reflective commentary that demonstrates personal development and learning	<b>20%</b>
e) Present your work clearly	<b>10%</b>
f) Demonstrate good academic practice applicable to the work-based project	<b>10%</b>

# Grades and marking

The assessment will be graded:

- Fail 0-49%
- Pass 50-59%
- Merit 60-69%
- Distinction 70% or above

You can resubmit an assignment once more if you do not pass on the first attempt – maximum grade for resubmission 50%

# Assignment hints and tips

- Look at the guidance for students in the assignment template & the grading matrix
- Pick a project that is a work priority, that you will have to complete within a similar timescale
- Avoid projects that are outside your sphere of influence
- Projects should enable you to demonstrate implementation of commissioning or purchasing best practice
- Projects can be joint, but the assignment must be wholly your own work
- Think carefully about how you will structure your assignment when you write it up

# Assignment hints and tips continued

- Ensure that you clarify your role in the project
- Be specific and detailed about what you did and how you went about it – write in the first person
- Reflect on both your and the organisation's learning from the project
- Keep a 'learning log' to help jog your memory when writing the evaluation
- Look at the course participants notes and reading list for further information – wider reading is expected
- Reference your sources, particularly the national agenda, carefully and consistently

# Example assignment/s

Read the example assignment/s:

- What did you learn about how you might organise your work/thoughts leading to the writing up of the project work for the assignment?

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# Your Commissioning Project

# Example projects

- Development of a commissioning strategy
- A review of contract monitoring and development of a reviewing framework
- A risk assessment and option appraisal for a poorly performing service
- Development of a service specification
- An investigation into swifter tendering options and development of an approved provider list
- Remodelling a service to achieve better outcomes
- Joint commissioning of a community service

# Completing your project outline

## Work-based Assignment Project Outline

Name	
Organisation	

This proforma is intended to help you and your line manager agree the focus of your project and for this to then be shared with your academic adviser ensuring all the assessment criteria will be satisfied.

Under each of the headings below note briefly (bullet points will do) what information you intend to include/cover. Please bring this and the assignment template and grading matrix to your support meeting for discussion along with a copy of your self-assessment from day 1 of the course.

Project outline	Information to include/cover – be as specific as possible
<b>Project title</b> Give your project a title	
<b>What are you thinking about doing for your project and why?</b> Notes: <ul style="list-style-type: none"><li>• Be clear as to the purpose/rationale for doing the project. Why is it necessary?</li><li>• What national guidance or best practice is driving this work?</li><li>• How has analysis of your current commissioning and purchasing arrangements informed the rationale?</li><li>• What is your role going to be within the project?</li></ul>	

# Tutor groups

In tutor groups:

- Start to think about the focus of your commissioning assignment project
- Agree dates/times for tutorial 1

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# Moodle walk through

# Moodle – our Virtual Learning Environment

The screenshot displays the Moodle LMS interface for the 'PG Certificate of Credit: Institute of Public Care: Certificate of Credit [Institute of Public Care, Bath] (ZH51/PGASSO)'. The top navigation bar includes the Oxford Brookes University logo, the Moodle title, and menu items for Staff Help, Student Help, Library, and Careers. The user's name, Amy Harmsworth, is visible in the top right corner. The left sidebar contains a course menu with options like Participants, Badges, Grades, Dashboard, Site home, Calendar, Private files, Content bank, and My courses. The main content area features the course title, a breadcrumb trail (Dashboard / My courses / PG Certificate of Credit: Institute of Public Care: Certificate of Credit [Institute of Public Care, Bath] (ZH51/PGASSO)), and a 'Turn editing on' button. Below the breadcrumb, there are links for 'IPC Student Discussion Forum' and 'Announcements'. A section titled 'Open all' / 'Close all' contains a dropdown menu with one item: 'Help and frequently asked questions (FAQs)'. This item is expanded to show a link for 'IPC Student FAQs' and a paragraph of text: 'Common questions and queries for IPC students - please refer to these FAQs before contacting IPC.' The right sidebar contains sections for 'Panopto', 'Live sessions' (No live sessions), 'Completed recordings' (No completed recordings), 'Links' (Course settings, Download recorder [Windows | Mac]), and 'Reading list and course participant notes' (IPC Certificate of Credit (ZH51)).

**PG Certificate of Credit: Institute of Public Care: Certificate of Credit [Institute of Public Care, Bath] (ZH51/PGASSO)**

Dashboard / My courses / PG Certificate of Credit: Institute of Public Care: Certificate of Credit [Institute of Public Care, Bath] (ZH51/PGASSO) Turn editing on

[IPC Student Discussion Forum](#)

[Announcements](#)

▶ Open all ▼ Close all

1 ▼ **Help and frequently asked questions (FAQs)** ⦿

[IPC Student FAQs](#)

Common questions and queries for IPC students - please refer to these FAQs before contacting IPC.

**Panopto**

**Live sessions**  
No live sessions

**Completed recordings**  
No completed recordings

**Links**  
[Course settings](#)  
Download recorder ([Windows](#) | [Mac](#))

**Reading list and course participant notes**  
[IPC Certificate of Credit \(ZH51\)](#)

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# Next steps

# Completing your project outline

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# Before we meet for ASD 2

- **Pre-session preparation required:** research some commissioning good practice that relates to your project, and be prepared to present a summary in our discussion groups.
- Tutor group based with some project management input and an exploration of the commissioning dimension of your projects.
- Action learning set type approach, giving you the opportunity to outline how your project is progressing and issues where you'd welcome peer support.

# Key dates

- Assignment support
- Session 1:
- Tutorial 1:
- Session 2:
- Session 3:
- Tutorial 2:
  
- Submission deadline:

# Contact us



<https://ipc.brookes.ac.uk>



[ipc\\_courses@brookes.ac.uk](mailto:ipc_courses@brookes.ac.uk)



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01865 790312



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