Certificate of Credit in Commissioning and Purchasing for Public Care

Assignment Support:
Session 3

This session

- Checking in

- The assignment task

- Unpacking the assignment criteria

- Good academic practice & referencing

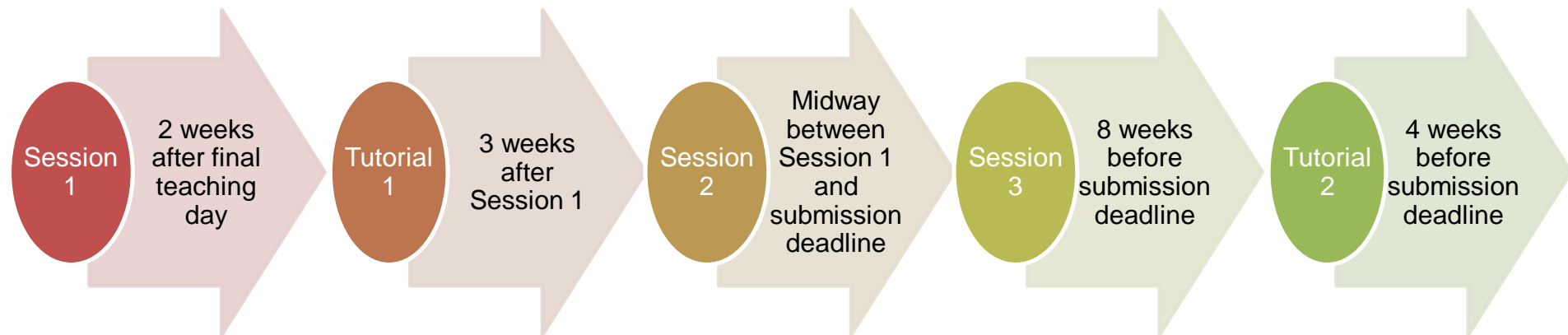- Technicalities and next steps

Checking in

What's been happening since we last met?

The IPC Commissioning Cycle

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Assignment support process

Session 1 → 2 weeks after final teaching day → **Tutorial 1** → 3 weeks after Session 1 → **Session 2** → Midway between Session 1 and submission deadline → **Session 3** → 8 weeks before submission deadline → **Tutorial 2** → 4 weeks before submission deadline

Accreditation: dates in diaries

- Support Session 3:

- Tutorial 2:

- Assignment Submission:

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.

Grades and marking
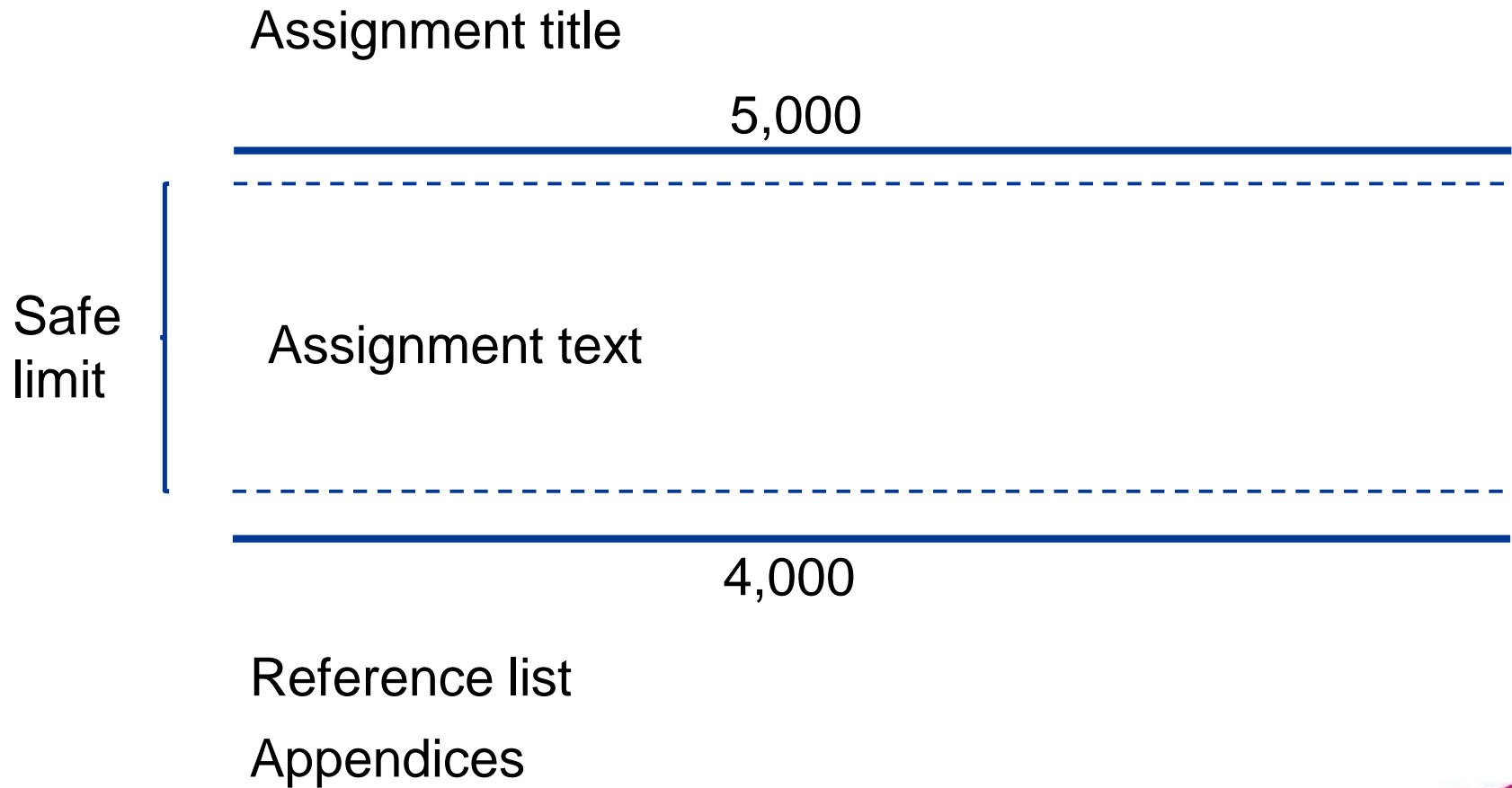
The assessment will be graded:

- 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%

Submission deadline

- Work must be handed in by the set deadline.

- Deadlines can only be extended in very exceptional circumstances, with applications being made in writing, in advance of the submission, on the appropriate form, with supporting evidence.

- See information on Exceptional Circumstances in student handbook or Moodle.

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Word limits

Assignment title

5,000

Safe
limit

Assignment text

4,000

Reference list

Appendices

Unpicking / unpacking the assignment

The IPC Commissioning Cycle

The IPC Commissioning Cycle diagram showing four quadrants: Analyse, Plan, Do, and Review, surrounding the Commissioning (outer ring) and Procurement (inner ring) processes with "Outcomes for people" at the centre.

Analyse
- Legislation & guidance
- Population needs assessment
- Review service provision
- Resource analysis

Commissioning
- Gap analysis

Plan
- Commissioning strategy/prospectus
- Business case and options appraisal
- Service design

Procurement
- Assess individual needs
- Analyse providers
- Resource allocation
- Develop specification and contract/SLA
- Purchasing plan
- Support plan
- Outcomes for people
- Contract monitoring
- Review individual outcomes
- Secure services/treatment/support
- Contract management

Do
- Market /supplier development
- Capacity building
- Manage provider relationships

Review
- Evaluation of services
- Review of plans
- Review of market performance
- Assessment against outcomes

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

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Criterion (a) 20%

a) Provide a rationale for the development of the project, drawing on a critical understanding of commissioning and purchasing good practice and national guidance

Guidance:

Introduce the project. Drawing on the self-assessment of your service or organisation's commissioning arrangements, good practice and national guidance, explain what needed to happen and why.

Note: Don't forgot content in your project outline

Criterion (b) 20%

b) Demonstrate appropriate commissioning or purchasing practice

Guidance:

- Provide a commentary on key activities you carried out. Use examples to illustrate how you tried to apply commissioning or purchasing good practice.

- Include evidence of your work on the project in appendices, which should be referred to in the body of the assignment.

Note: You need to demonstrate and refer to any research / reading of good practice theory you are trying to apply
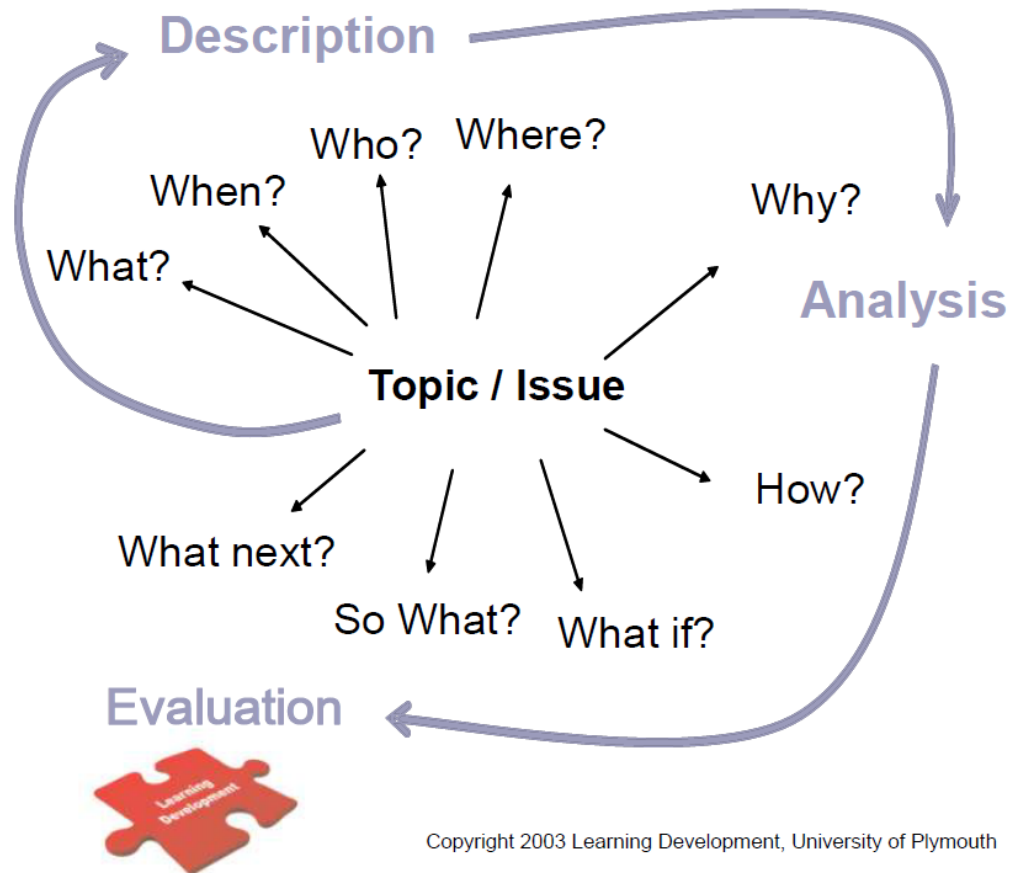
Criterion (c) 20%

c) Critically evaluate the effectiveness of the activities undertaken and their impact on commissioning or purchasing practice within your service and/or organisation
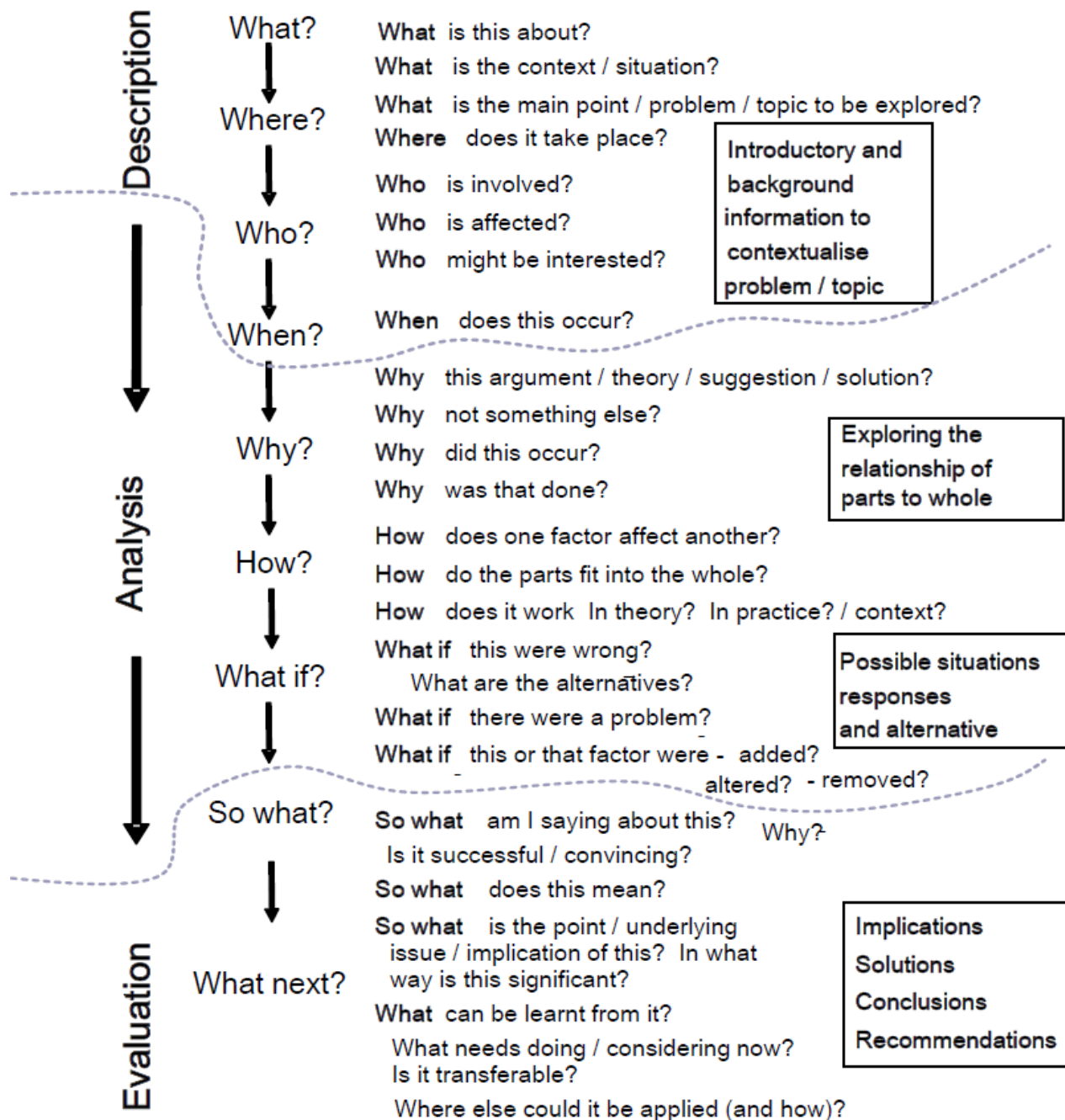
Guidance:

- Evaluate the strengths and weaknesses of your commissioning practice. What went well, less well and why? Were the chosen activities the right ones?

- Have there been implications/impacts for commissioning or purchasing practice in your service and/or organisation?

- What changes might still be needed? You may find it helpful to revisit your original project plan.

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Critical Analysis

Model to Generate Critical Thinking

Description

Who? Where?

When? Why?

What?

Analysis

Topic / Issue

How?

What next?

So What? What if?

Evaluation

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Description

What?

What is this about?

What is the context / situation?

What is the main point / problem / topic to be explored?

Where?

Where does it take place?

Who is involved?

Who?

Who is affected?

Who might be interested?

| Introductory and background information to contextualise problem / topic |

When?

When does this occur?

Why this argument / theory / suggestion / solution?

Why not something else?

Analysis

Why?

Why did this occur?

Why was that done?

| Exploring the relationship of parts to whole |

How does one factor affect another?

How?

How do the parts fit into the whole?

How does it work In theory? In practice? / context?

What if this were wrong?

What if?

What are the alternatives?

What if there were a problem?

| Possible situations responses and alternative |

What if this or that factor were - added? altered? - removed?

So what?

So what am I saying about this? Why?

Is it successful / convincing?

So what does this mean?

Evaluation

So what is the point / underlying issue / implication of this? In what way is this significant?

What next?

What can be learnt from it?

What needs doing / considering now? Is it transferable?

Where else could it be applied (and how)?

| Implications Solutions Conclusions Recommendations |

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Models to generate thinking

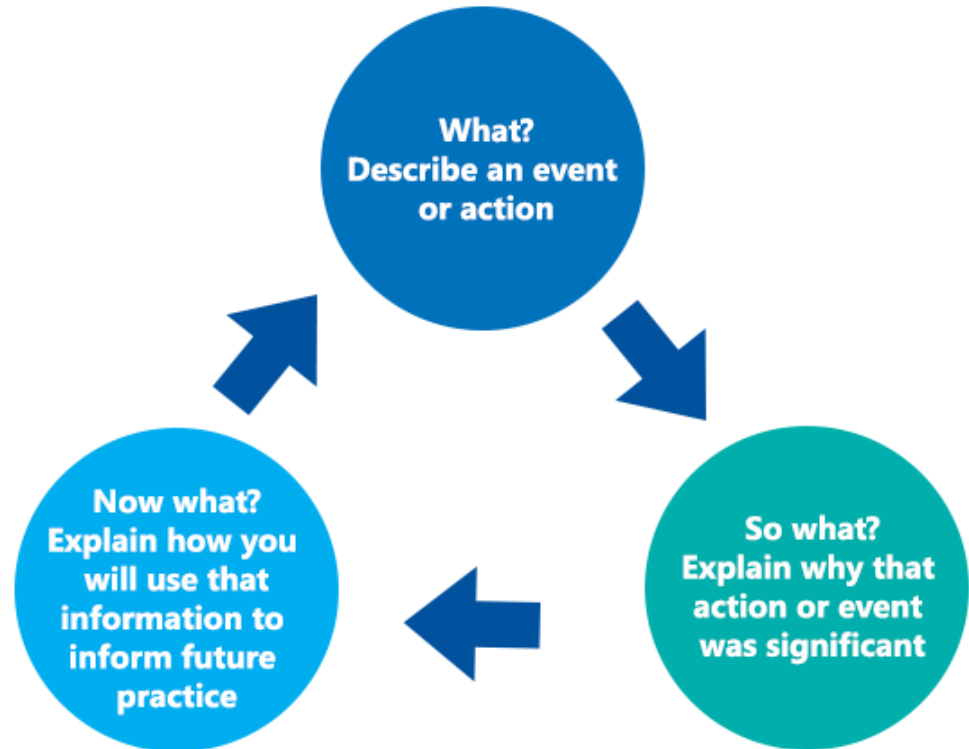|	
Strengths	Weaknesses
Opportunities	Threats

https://www.visual-paradigm.com

Models to generate critical thinking

Driscoll's Model

WHAT?

SO WHAT?

NOW WHAT?

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Personal reflection

Criterion (d) 20%

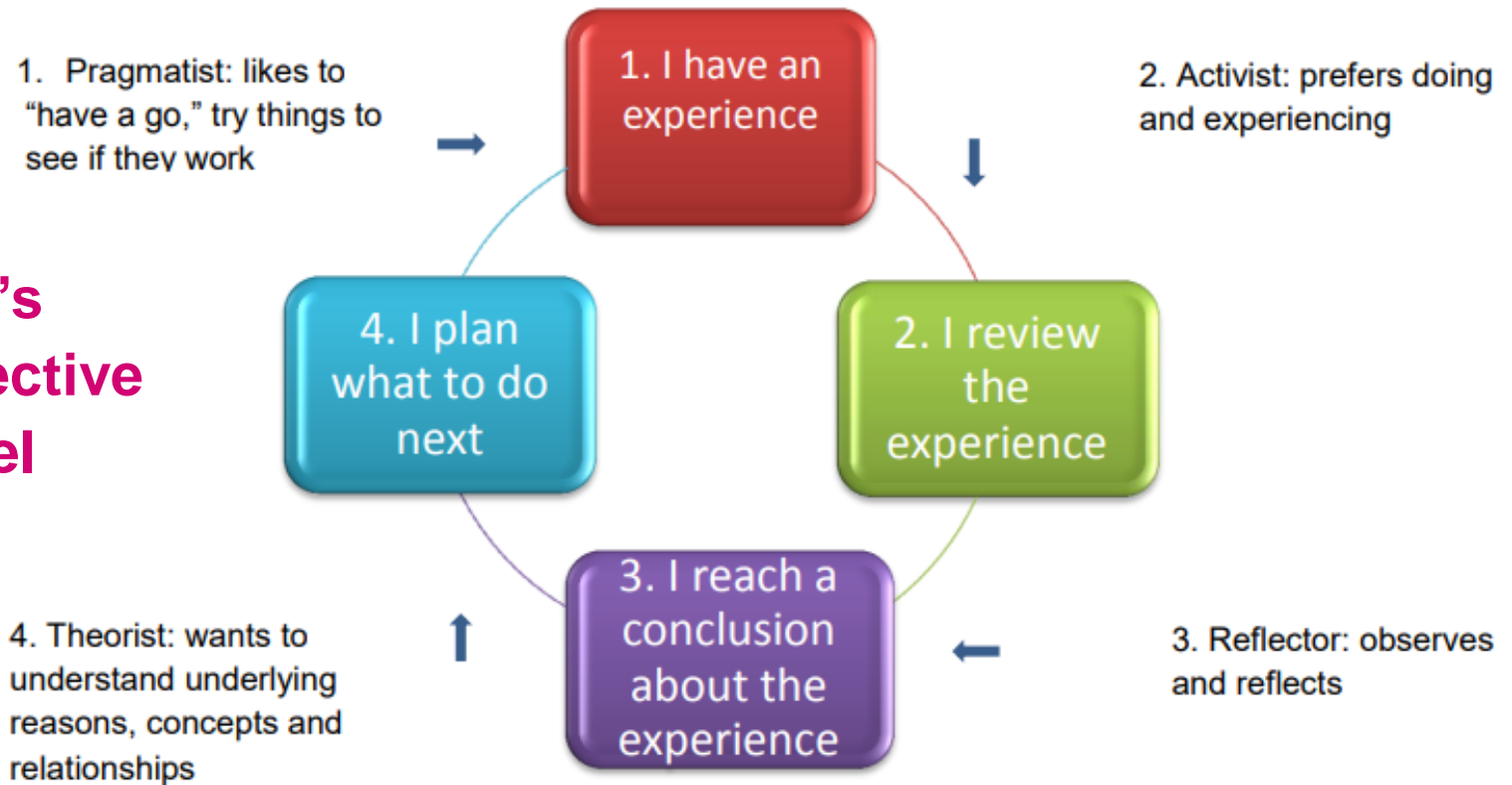d) Provide a reflective commentary that demonstrates personal development and learning

Guidance:

- Reflect on what you have learned personally from undertaking the project.

- How will your practice change in the future.

Models to support personal reflection

Models to support personal reflection

Kolb's Reflective Model

1. Pragmatist: likes to "have a go," try things to see if they work

2. Activist: prefers doing and experiencing

3. Reflector: observes and reflects

4. Theorist: wants to understand underlying reasons, concepts and relationships

1. I have an experience

2. I review the experience

3. I reach a conclusion about the experience

4. I plan what to do next

Criterion (e) 10%

e) Present your work clearly

Guidance:

- Effectively and coherently communicate your ideas and arguments.

- Use a structure and layout that makes your submission easy to follow.

Good academic practice

Criterion (f) 10%

f) Demonstrate good academic practice applicable to the work-based project

Guidance:

- We expect you to undertake wider, relevant reading and/or research outside of the course materials.

- Please select and use relevant sources to evidence your arguments.

- All sources must be cited in the text using the Harvard system of referencing, and be included on a reference list.

Good academic practice

Undertake wider reading or research

Select what's relevant

Use those sources well
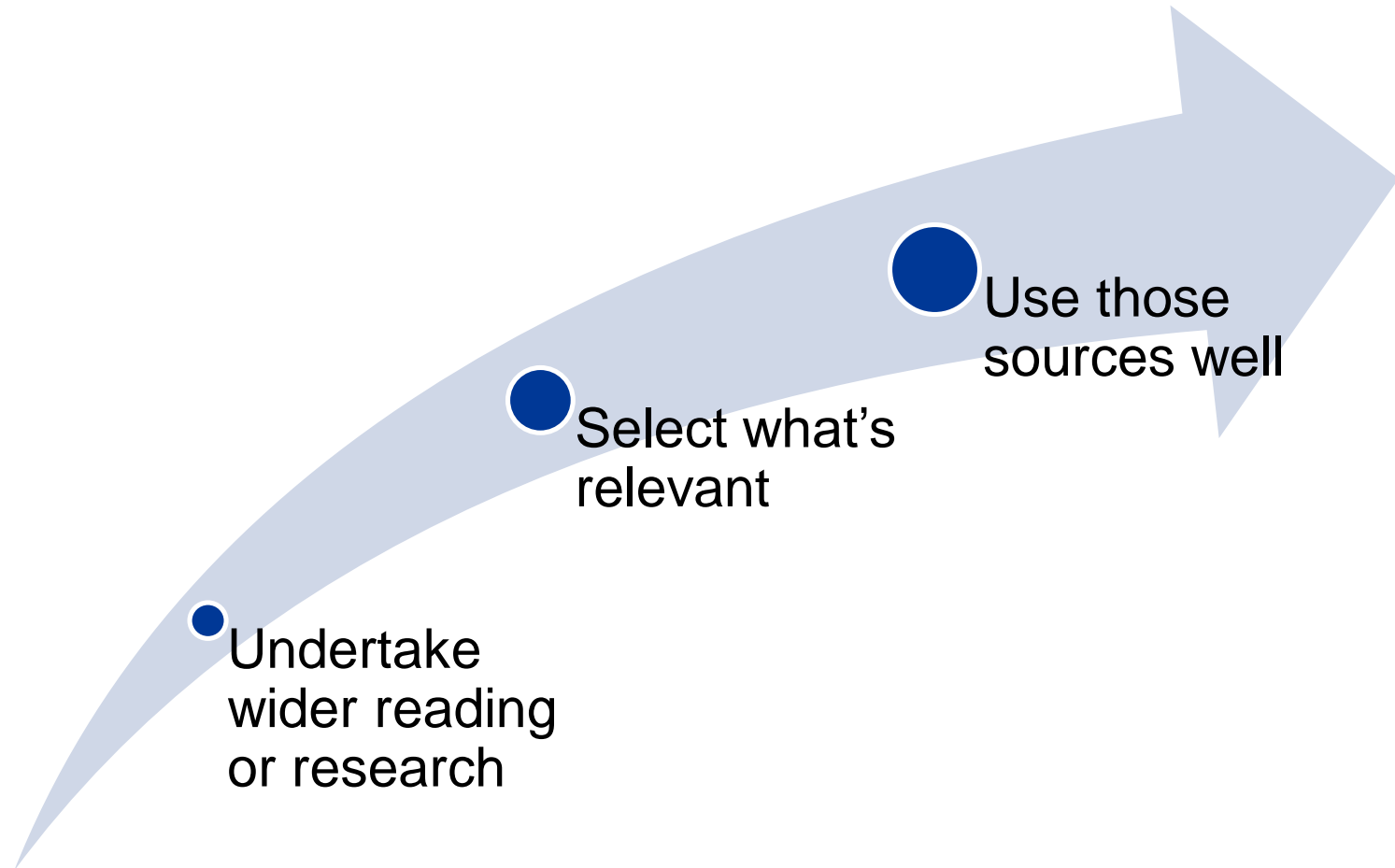
Why does your reader want to know what you've read?

To see:

- the scope of your research.

- the evidence that underpins your statements, arguments and observations.

- how you think about what you've read as evident from your writing.

Why reference?

Evidence

Credibility

Traceability

Authority

Reliability

Reach and Scope

Politeness

Williams & Carroll, 2009
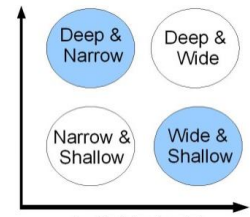
Which of the following might be considered as plagiarism if the source is not referenced?

- Copying someone else's written work.

- Using someone else's information & ideas which were given verbally.

- Summarising in your own words a point made by someone else.

- Quoting the exact words used by someone else.

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How to reference

- Note details of every source when you use them

- You must use the **Brookes Harvard** style of referencing

- Within the assignment text:
  - Cite each source giving brief details (author and year)
  - For quotes, add the page number

- In the reference list at the end:
  - List only those sources referred to in the assignment text
  - Give full details on each source

Referencing Videos from OBU

https://brookes.cloud.panopto.eu/Panopto/Pages/Sessions/List.aspx#folderID=%2227f13c44-14f6-43f9-ac5d-ae2e00c9c9c7%22

Examples to watch:

Why we do referencing

Cite them right

What is 'Harvard' Referencing

In-text referencing

Brookes Harvard is an author – year system of referencing. This means that the essential information that goes in the text of your essay is always who wrote what you are referring to and when they wrote it. For example:

- Watson (1968) argued that most people are genetically predisposed to prefer the taste of chips to salad.

- The argument that most people are genetically predisposed to prefer the taste of chips to salad is food for thought (Watson, 1968).

- "Genetically, the majority of people are genetically programmed to prefer the taste of chips to salad" (Watson, 1968, p. 73).

The difference in the last example is that it is a direct quotation. In such cases, you need to include the page number of the quotation.

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Summarising

Summarising other people's arguments in your own words is good practice and helps you to remember their work.

Useful phrases include:

- Smith (2005) argues that...

- Jones (1997) asserts that…

- According to Watson (1991) the causes of the issue were…

Reference list

- All sources mentioned in the text of the assignment must be included on the reference list and be clearly identifiable

- List sources alphabetically by author

- All citations on the reference list must include author, date, title as a minimum – see the guide to referencing that is available on the Help and Guidance section of Moodle:
  - Williams K, Spiro J and Swarbrick N (2008) How to reference: Harvard referencing for Westminster Institute students. Oxford: Oxford Brookes University

- Web sites & online reports need the web address and date accessed

The commissioning dimension

Your project needs to:

- Be relevant and appropriate to your organisational needs

- Show the application of good commissioning practice

Turnitin

- Turnitin can help you check your referencing is correct – and you must put the text of your assignment into Turnitin as part of submitting your assignment

- Turnitin checks your assignment against those of other students and internet sources

- Submit only the text of your assignment, not the template

- Check your % score. There is no ideal score. High scores do not necessary indicate plagiarism. Low scores do not necessarily indicate absence of plagiarism

- You must enter your Turnitin originality score on the assignment template

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Submission

- Submit work electronically – assignments must be submitted to the VLE (Moodle)

- Assignment must be submitted on the assignment template which you can download from Moodle; supporting appendices to be pasted in or embedded

- Assignment not correctly submitted may be referred

- Assignments will be dealt with confidentially by the University; but follow your own organisation's confidentiality rules in your assignment and appendices

- References to people: use job titles or a first name or 'colleague' or 'X', 'Y' etc

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Assignment checklist

I have included a reference list, using the Harvard style of referencing	
I have provided references for all the sources, empirical evidence and other materials I have used in the main body of this work	
I have referenced all passages from my source material	
I completed this work without any unauthorised help	
I have submitted my work to Turnitin	

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Accreditation: dates in diaries

- Tutorial 2:

- Assignment Submission:

Good Luck!

Contact us

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