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institute of
public care

Certificate of Credit in Commissioning and Purchasing for Public Care

Assignment Support:
Session 1



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



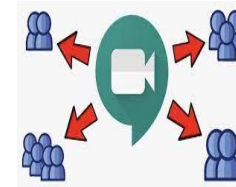
Respect and professional confidentiality



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)

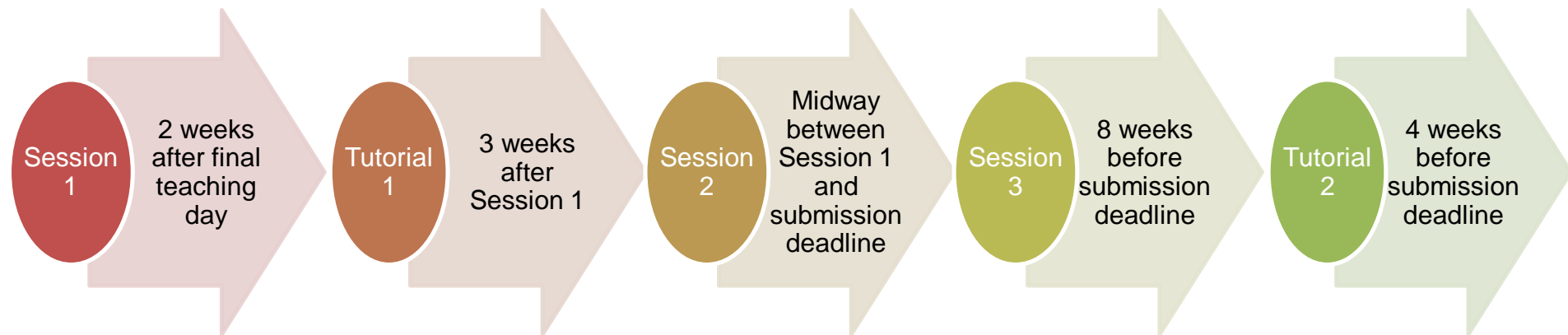
*“Academic advising is a process of information exchange that empowers students to realise their maximum educational potential. The advising is **student-centred** and will result in the student gaining a **clearer understanding of themselves, and the experience of higher education**’*

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

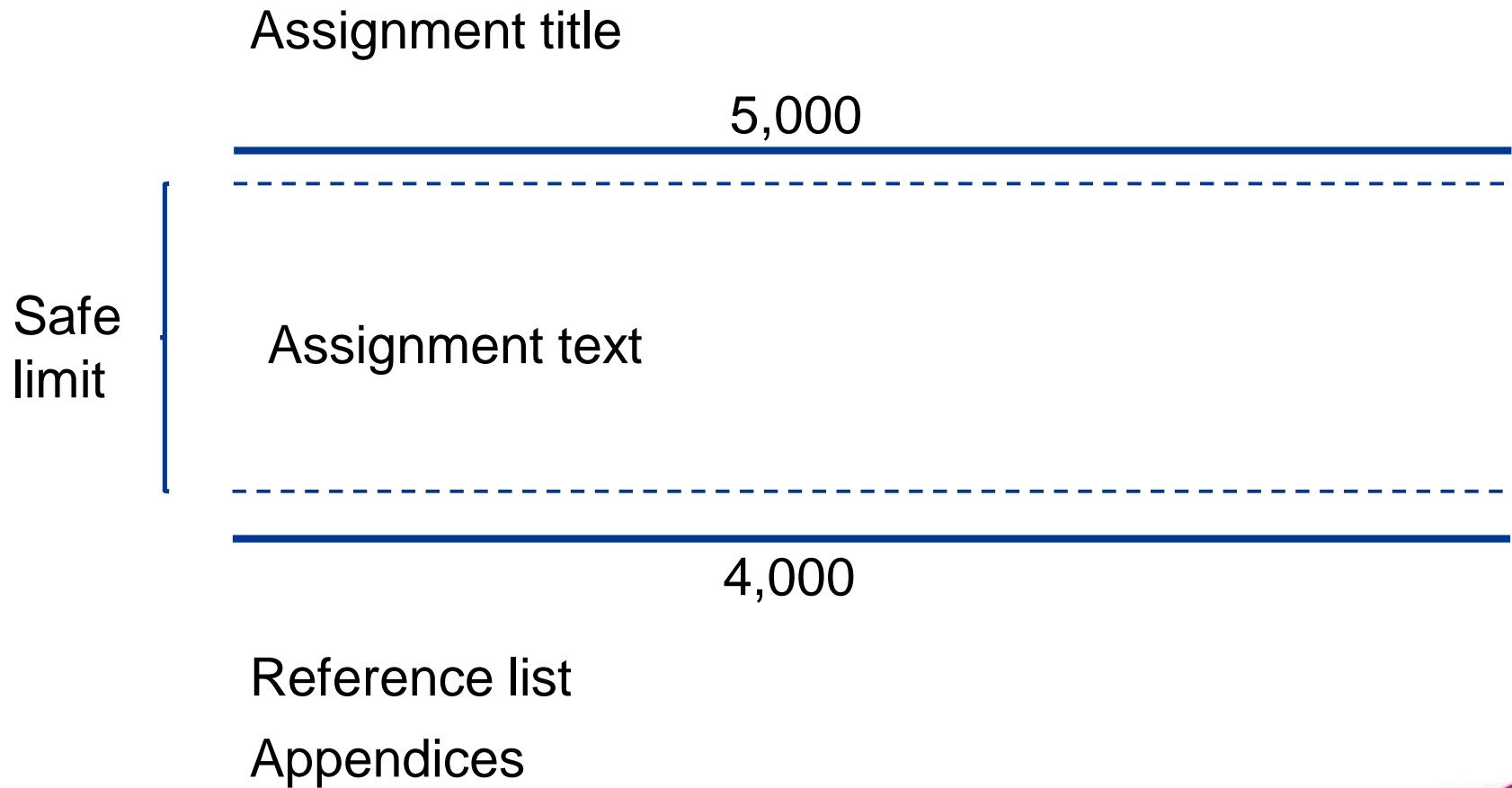
Submit a written assignment which explains and reflects upon a commissioning or purchasing project that you have undertaken. The rationale for the work must be clearly set out in the context of national policy, best practice, and draws on a critical analysis of the relevant current commissioning and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

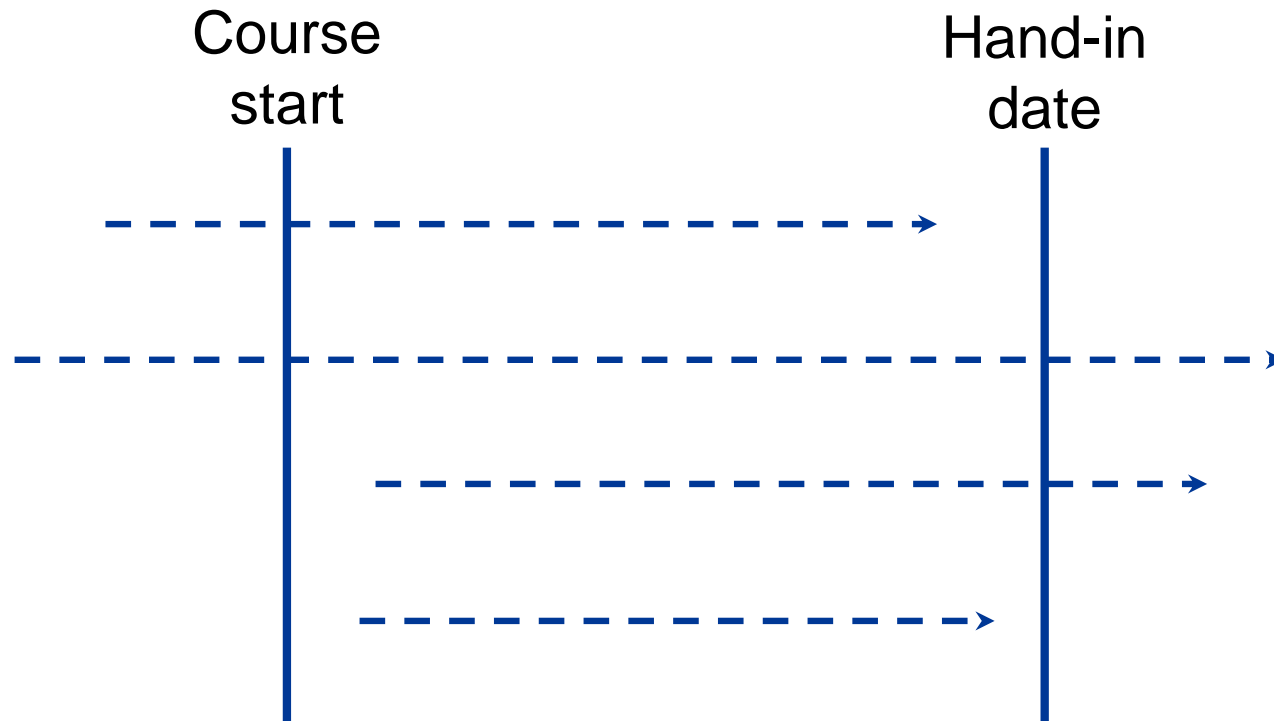
Minimum of 4,000 words and a maximum of 5,000 words.

Work will be assessed using the assignment template.

Word limits



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	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%

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

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)' course. The interface is divided into three main sections: a left-hand sidebar, a central content area, and a right-hand sidebar.

Left-hand sidebar: This sidebar contains a list of course-related links. At the top, there is a pink header with the course name: 'PG Certificate of Credit: Institute of Public Care: Certificate of Credit [Institute of Public Care, Bath] (ZH51/PGASSO)'. Below this, the links are: Participants, Badges, Grades, Dashboard, Site home, Calendar, Private files, Content bank, and My courses.

Central content area: The main heading is 'PG Certificate of Credit: Institute of Public Care: Certificate of Credit [Institute of Public Care, Bath] (ZH51/PGASSO)'. Below the heading, there is a breadcrumb trail: 'Dashboard / My courses / PG Certificate of Credit: Institute of Public Care: Certificate of Credit [Institute of Public Care, Bath] (ZH51/PGASSO)'. A pink button labeled 'Turn editing on' is located in the top right corner of this section. The content area lists several items: 'IPC Student Discussion Forum', 'Announcements', and 'Open all / Close all'. Below these, there is a section titled 'Help and frequently asked questions (FAQs)' with a sub-link 'IPC Student FAQs'. The text below this link reads: 'Common questions and queries for IPC students - please refer to these FAQs before contacting IPC.'

Right-hand sidebar: This sidebar contains information about the course's content. It includes 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)).

The top of the interface features a navigation bar with the 'OXFORD BROOKES UNIVERSITY Moodle' logo, a menu icon, and links to 'Staff Help', 'Student Help', 'Library', and 'Careers'. On the far right, there is a user profile for 'Amy Harmsworth' and a notification icon.

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Next steps

Completing your project outline

Work-based Assignment 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.

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Contact us



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