IPC Certificate of Credit (ZH51)

View Online

120 items

Section 1: recommended reading (21 items)

In order to prepare yourself for the certificate programme we recommend that you familiarise yourself with the relevant policy, procedure and guidance documents in use in your organisation that relate to commissioning. This might include:any relevant strategic documents such as the Health and Wellbeing Plan and/or Children and Young People's Plan (if you have one) or JSNA or Sustainability and Transformation Planspecific commissioning strategies, or local transformation plans or market position statements related to your service areaprocedures, regulations or frameworks for undertaking commissioning practice

As part of the course we explore the national context for public care. We expect you to be aware of current national policy in relation to adults or children's services or substance misuse services etc (as appropriate) within health, housing, education and social care commissioning, and the current governmental direction for public services. In particular, we suggest that you read the following guidance/reports/policy as relevant to your service area; we do not expect you to have read them all cover to cover but to be aware of their key points:

There is much to read around the subject and we hope that you will pursue areas that interest you.

England (11 items)

In England, the Care Act 2014 brought in fundamental change to the legal framework for adult care and support. Details of the requirements can be found in the Care and Support Statutory Guidance (October 2018) and the Department of Health have published guidance specifically on Adult Social Care Market Shaping (November 2016). The NHS Long Term Plan builds on the Five Year Forward View which set out a shared vision for the NHS based around new models of care. 50 'vanguards' were selected to take a lead on the development of new care models. The Five Year Forward View for Mental Health set out the strategy for improving mental health outcomes across the health and care system, and the mental health dashboard identifies metrics for monitoring the implementation plan. As well as other changes, the Children and Families Act 2014 introduced a new system to help children with special educational needs and disabilities (SEND) in England, and changes to the adoption system. Statutory guidance (August 2015) details changes to legislation relating to children and young people with SEND. The government's strategy Putting Children First builds on that legislation, and the innovation programme, to outline plans for children's social care in England.

Care and support statutory guidance - GOV.UK
Webpage

Adult social care market shaping - GOV.UK
Webpage

NHS Long Term Plan
Website

NHS Five Year Forward View - NHS England
Webpage

Models of care - NHS England
Webpage

Mental Health Task - NHS England
Webpage

Mental Health Five Year Forward View Dashboard - NHS England
Webpage

Children and Families Act 2014
Webpage

SEND: managing the 2014 changes to the system - GOV.UK
Webpage | Statutory guidance (August 2015) details changes to legislation relating to children and young people with SEND.

Putting children first: our vision for children's social care - GOV.UK
Webpage

Children's Social Care Innovation Programme - Department for Education
Website

Wales (3 items)

For Wales, the Social Services and Wellbeing (Wales) Act 2014 aims to transform the way social services are delivered, promoting people's independence to give them stronger voice and control. IPC's training materials on the Act were published by the Care Council for Wales as well as awareness raising materials about the Regulation and Inspection of Social Care (Wales) Act 2016.

Social Services and Well-being (Wales) Act 2014
Webpage

New adult protection and support order training materials - Information and Learning Hub
Webpage

Overview and Awareness - Information and Learning Hub
Webpage

Scotland (3 items)

In Scotland, the Public Bodies (Joint Working) (Scotland) Act 2014 provides the framework which will support improvement of the quality and consistency of health and social care

services through the integration of health and social care in Scotland. The Regulations include the prescribed National Health and Wellbeing Outcomes. The Joint Improvement Team's Readiness for Integration Tool has been updated to focus attention on actions to meet the requirements of the Act.

Integration of Health and Social Care
Webpage

The Public Bodies (Joint Working) (National Health and Wellbeing Outcomes) (Scotland) Regulations 2014
Webpage

JIT Readiness for Integration Tool - Joint Improvement Team (JIT)
Webpage

UK generally (3 items)

There have been other changes that affect the commissioning of all public sector services in the UK, including the Public Services (social value) Act 2013 which requires commissioners to think about how they can secure wider social, economic and environmental benefits when procuring services. In addition, the website of the Institute of Public of Care has a publications section which contains many useful resources for commissioners, as well as the market shaping section whilst the products from the Market Shaping Review will be useful to commissioners of adult care and support. A good introduction to the principles and theory of commissioning is Institute of Public Care (2014) Commissioning for Health and Social Care.

Institute of Public Care - Oxford Brookes University
Webpage

Market Shaping in Adult Social Care - Institute of Public Care - Oxford Brookes University
Webpage

Commissioning for health and social care - Oxford Brookes University. Institute of Public Care, 2014
Book

Section 2: further reading: books, reports and articles (27 items)

In your assignment you need to show evidence of wider reading. Below follows some suggestions of books and articles that you may find of interest depending on your choice of assignment, but we advise you to use the Oxford Brookes University online library and the internet to search for additional material.

Children’s social care reform: a vision for change - Department for Education, 2016
Webpage | This paper sets out the government's reform programme for children's social care in England over the next 5 years

Putting children first: our vision for children’s social care - Department for Education, 2016
Webpage | This paper builds on the vision for children’s social care in England and sets

out implementation plans

The potential for developing the capacity and diversity of children’s social care services in England: Independent research report - Department for Education, 2016
Webpage | An independent report by LaingBuisson that includes research findings and options for increasing the capacity and diversity of children's social care services in England. The government's response to the report is also available

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Future in mind: promoting, protecting and improving our children and young people's mental health and wellbeing - Department of Health and NHS England, 2015
Webpage | A government report of the Children and Young People's Mental Health and Wellbeing Taskforce that sets out the changes needed across the system

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Joint Commissioning in Health and Social Care: an exploration of definitions, processes, services and outcomes. Final report. - Dickinson, H. et al, 2013
Webpage

Commissioning for health and social care - Oxford Brookes University. Institute of Public Care, 2014
Book | This book uses the IPC commissioning cycle, and considers the four stages - analyse, plan, do, review - with a mix of theory and practical tools. The guide draws on legislation, research and regulation to support the analysis and provides a useful and comprehensive knowledge base for commissioners working across all sectors of health and social care.

Commissioning for health and social care - Institute of Public Care, 2014
Book | This book uses the IPC commissioning cycle, and considers the four stages - analyse, plan, do, review - with a mix of theory and practical tools. The guide draws on legislation, research and regulation to support the analysis and provides a useful and comprehensive knowledge base for commissioners working across all sectors of health and social care.

How to Guide: pricing outcomes - The Government Outcomes Lab
Webpage

How to Guide: evaluating outcomes-based contracts - The Government Outcomes Lab
Webpage

How to Guide: awarding outcomes-based contracts - The Government Outcomes Lab
Webpage

How to Guide: setting and measuring outcomes - Neil Stanworth, The Government Outcomes Lab
Webpage

Commissioner perspectives on working with the voluntary, community and social enterprise sector | The King's Fund
Webpage

Improving the public's health: a resource for local authorities - The Kings Fund, 2013
Webpage | This report offers councils information and resources to help them to address their responsibilities for public health. The report brings together a wide range of

evidence-based interventions about 'what works' in improving public health and reducing health inequalities and presents the business case for different interventions and signposts the reader to further resources and case studies.

Place-based systems of care - The King's Fund, 2015
Webpage | This paper proposes an approach to tackle the growing financial and service pressures facing commissioners. Organisations should work together to govern the common resources available for improving health and care in their area.

Patients as partners: building collaborative relationships among professionals, patients, carers and communities - The King's Fund, 2016
Webpage | The guide suggests five approaches to developing an effective relationships with collaborative partners.

Sustainability and transformation plans in the NHS: how are they being developed in practice? - The King's Fund, 2016
Webpage | Based a on series of interviews with senior NHS and local government leaders, this report looks at how STPs have been developed in four parts of the country.

Integrated Commissioning for Better Outcomes - LGA and NHS Clinical Commissioners 2018
Document | https://www.local.gov.uk/icbo

Older people who self fund their social care: a guide for health and wellbeing boards and commissioners - Miller, C., Bunnin, A., Rayner, V., 2013
Webpage | OPM working with Sitra has produced a guide to help local authorities in England consider the needs of self-funders and plan for the new social care system. The guide aims to raise awareness, improve strategic planning and system design, and provide commissioning advice.

Understanding and measuring outcomes: the role of qualitative data - Miller, E., Daly, E., 2013
Webpage | Institute for Research and Innovation in Social Services (IRISS). A guide to support the collection and use of personal outcomes data in Scotland.

The framework for advanced health in care homes - NHS England, 2016
Webpage | There are six enhanced health in care home vanguards offering older people better, joined up health, care and rehabilitation services. The framework lays out a vision for working with care homes to provide joined up primary, community, secondary, and social care to residents of care and nursing homes via a range of in-reach services.

Transforming care for people with learning disabilities - next steps - NHS England et al
Webpage | Led jointly by NHSE, ADASS, CQC, LGA, HEE and the DH, Transforming Care sets out a programme of work that will improve services for people with learning disabilities and/or autism, who display behaviour that challenges, including those with a mental health condition.

Health and care integration: making the case from a public health perspective - Public Health England, 2013
Webpage | The key role of public health in supporting local areas to maintain a focus on integration that keeps people well.

Workforce shaping and commissioning for better outcomes - Skills for Care, 2015
Webpage | A guide to help commissioners to think about the key steps and processes needed to commission the right workforce.

Commissioning home care for older people (SCIE guide 54) - Social Care Institute for Excellence, 2014
Webpage | This guide captures research findings on this area of social care and it provides some practice examples of good work.

Co-production in social care: what it is and how to do it (SCIE guide 51) - Social Care Institute for Excellence, 2015
Webpage | This is a guide to what co-production is and how to develop co-productive approaches to working with people who use services and carers.

People not process: co-production in commissioning - Think Local Act Personal, 2015
Webpage | A web based tool that explains what councils should think about to make sure they are working in the way the Care Act says they should.

Section 3: Useful websites (41 items)

Please note that the list of useful websites below is long, and so we do not expect you to have looked at all of them. It is here as a resource if you need further information about a particular topic. They are in alphabetical order.

Adult Social Care Outcomes Framework (ASCOF)
Website | Find data on outcomes for adult users of local authority-funded social care and support (including carers) for each local authority area in England.

Adult Social Care Outcomes Toolkit (ASCOT)
Webpage | ASCOT is designed to capture information about an individual's social care-related quality of life (SCRQOL). The aim is for the measure to be applicable across as wide a range of user groups and care and support settings as possible.

Association of Public Health Observatories (APHO)
Website | APHO represents a network of 12 public health observatories working across the British Isles, including regional and subject specific ones such as the Mental Health Observatory and the Child and Maternal Health Observatory (CHiMat). APHO produces information, data and intelligence on people's health and health care for practitioners, policy makers and the wider community. In addition, regional observatories offer a range of local public health intelligence and demographic and geographic information such as local health profiles for a postcode.

National Audit Office
Website | As well as local government inspection reports for England, the National Audit Office has many useful reports which highlight risks and good practice in relation to improving the management quality of health, housing and social care services.

Audit Scotland
Website | Audit Scotland has useful reports which highlight risks and good practice in relation to improving the management quality of health, housing and social care services, including Commissioning Social Care which says that Scotland's councils and NHS boards must improve the planning and organisation of social care.

Care and Social Services Inspectorate Wales
Website | Care and Social Services Inspectorate Wales inspect and review local authority social services, and regulate and inspect care settings and agencies. It provides reports on the inspections undertaken and other subjects, such as Care and Social Services Inspectorate Wales Annual Report.

Care Quality Commission
Website | Care Quality Commission undertakes the inspection of registered social care services in England including councils. It provides reports on the inspections undertaken and other subjects in relation to the delivery of regulated care services

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Child and Maternal Health Observatory (CHiMat)
Website

Compact Voice
Website | Compact Voice is the voice of the voluntary sector on the Compact offering guidance about building better relationships between commissioners and third sector providers.

Daffodil
Website | Daffodil is a web-based demand forecasting and capacity planning system that explores the potential need for care over the next 20 years for children, adults and older people in Wales. It provides population projections with characteristics and prevalence assumptions from research.

Data Unit for Wales
Website | Data Unit for Wales has a central online data system containing information for an area (local authority, region, nationally), with the ability to present that information in reports tables and maps.

Fiscal Policy Studies Institute (FPSI)
Website | Fiscal Policy Studies Institute is the official website of the Outcome Based Accountability (OBA) framework developed by Mark Friedman for planning and taking action to improve outcomes. To find out more about how OBA has been planned and implemented in children's services in the UK see Better Outcomes for Children and Young People - From Talk to Action and Turning the Curve stories.

Better outcomes for children and young people: from talk to action - Department for Children, Schools and Families
Document

Turning the curve stories - Department for Children, Schools and Families
Document

Housing LIN
Website | Housing LIN is a network for connecting people & promoting innovative ideas that enhance the housing choices of older people. It includes learning resources such as the SHOP Strategic Housing for Older People Analysis Tool: a free online tool that can help with forecasting future demand for housing and care in local authority areas.

Health and Social Care Information Centre
Website | Health and Social Care Information Centre is the national provider of

information, data and IT systems for commissioners, analysts and clinicians in health and social care. The data catalogue contains official statistics as well as results from surveys, audits, and other reports and statistics.

NHS Wales
Website | Health in Wales provides the people of Wales, including NHS staff, academia, media and partner organisations, with access to links to information from the NHS in Wales and its partner organisations, about the health of the population of Wales, and health and social care services provided by NHS Wales.

Hear by Right - National Youth Agency
Webpage | Hear by Right helps you follow best practice on the safe, sound and sustainable participation of children and young people in the services and activities they take part in. Developed by the National Youth Agency, it helps provide evidence of the participation that is already happening in your organisation and shows you how to plan for more.

Institute for Research and Innovation in Social Services (IRISS)
Website | Institute for Research and Innovation in Social Services (IRISS) is a charitable company with a mission to promote positive outcomes for the people who use Scotland's social services by enhancing the capacity and capability of the social services workforce to access and make use of knowledge and research for service innovation and improvement. Various useful toolkits, reports and podcasts are available to download, including the Leading for Outcomes materials.

Leading for Outcomes materials - IRISS
Webpage

Joint Improvement Team
Website | Joint Improvement Team has a useful resource bank of information on Commissioning practice in Scotland as well as Reshaping Care for Older People and Talking Points: a personal outcomes approach.

The King's Fund
Website | Kings Fund is an independent charitable foundation working for better health. Amongst many activities they organise events and publish relevant reports, including Commissioning and Contracting for Integrated Care and People in Control of their own Health and Care.

GO Lab
Website | The Government Outcomes Lab is a centre of academic research and practice for outcome based commissioning & social impact bonds

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Local Government Association
Website | Local Government Association supports improvement and innovation in local government in England, focusing on the issues that are important to councils. It includes online resources and best practice and has a number of online forums and networks within which to exchange information and best practice.

National Institute for Health and Care Excellence (NICE)
Website | National Institute for Health and Clinical Excellence provides guidance on the promotion of good health and the prevention and treatment of ill health including Evidence

in Health and Social Care. The evidence services cover health, social care and public health evidence and provide access to high quality authoritative evidence and best practice.

National Treatment Agency for Substance Misuse
Website | National Treatment Agency (NTA) for Substance Misuse aims to increase the availability, capacity and effectiveness of treatment for drug misuse in England. The site includes details of the NTA's work programme as well as publications including Commissioning Treatment for Dependence on Prescription and Over-the-counter Medicines.

NHS England
Website | NHS England has an array of useful resources, including a section on NHS commissioning, links to policy such as the Five Year Forward View, Future in Mind and Transforming Care, and information on the new models of care and STPs.

NHS Scotland
Webpage | NHS Scotland has links to relevant policy such as 20:20 Vision and the Quality Healthcare Strategy and has links to related websites, including the Scottish Public Health Network, NHS Education for Scotland and the Knowledge Network platform for health and social care. The Information Services Division of NHS Scotland has detailed statistics on health, including NHS costs and workforce.

Participation Cymru
Website | Participation Cymru work with public service organisations in the public, private and third sectors to achieve better public engagement in the design, development and delivery of citizen-centred services for the people of Wales.

Personal health budget
Website | Personal Health Budgets provides information and news about the Department of Health's personal health budgets policy and is home to a learning network for NHS and social care professionals involved in personal health budgets.

Projecting Older People Population Information System (POPPI)
Website | Projecting Older People Population Information (POPPI) system is an online demand forecasting and capacity planning system that explores the impact that demography and certain conditions may have on populations aged 65 and over in England. It provides population projections to district level with characteristics and prevalence assumptions from research. The information can be used as a starting point for Joint Strategic Needs Assessment and the system will deliver a consistent baseline.

Projecting Adult Needs and Service Information System (PANSI)
Website | Projecting Adult Needs and Service Information (PANSI) system is an online demand forecasting and capacity planning system that explores the impact that demography and certain conditions may have on populations aged 18-64 in England. Similar in design to POPPI, it provides population data for people with a learning disability, with a physical disability, and with a mental health problem.

Research in Practice
Website | Research in practice is the largest children and families research implementation organisation in England and Wales. The website is a valuable resource on evidence informed practice with children and young people.

Research in Practice for Adults
Website | Research in practice for adults offers news and policy updates, details of learning events and of a number of 'change projects' plus a resource bank. Its 'evidence clusters' provide a good overview of particular issues.

Scotland Excel: Procurement for Local Authorities
Website | Scotland Excel is the Centre of Procurement Expertise for Scotland's local government sector. The website has information for suppliers as well as commissioners and has a knowledge bank of frequently asked questions.

Self Directed Support Scotland (SDSS)
Website | Self-directed Support Scotland is a national membership organisation which actively promotes Independent Living by supporting, working with and championing the aims of SDS disabled people's organisations. The website has information and resources for service users and professionals on SDS, direct payments and individual budgets, including the Social Care (Self-directed support) (Scotland) Act 2013.

Skills for Care
Webpage | Skills for Care works with adult social care employers and other partners to develop the skills, knowledge and values of the workers in the care sector. There are a range of publications and resources here including a new microsite Commissioning Assisted Technology, which features three resources aimed at commissioners in the social care and health sector who have responsibility for commissioning assisted living technology and assisted living services. The website has a commissioner guide as well as a research chapter and an impact assessment toolkit.

Skills for Care - Commissioning Assistive Technology
Webpage

Social Care Online
Website | Social Care Online is a free service from the Social Care Institute for Excellence which provides a range of information, materials and research on all aspects of social care. It has a wide range of materials relevant to this course, including: good practice guidance; research reports and briefings; policy documents; training materials and journal articles.

Think Local Act Personal
Website | Think Local, Act Personal partnership is devoted to driving forward work with personalisation and community-based adult social care. The website has a wealth of resources, tools and publications on key policy development areas such as co-production, user-led organisations, information and advice, self funders, early intervention and prevention, including Commissioning for Provider Diversity.

Wales Audit Office
Webpage | As well as local government inspection reports, the Wales Audit Office has many useful reports such as 'Services for children and young people with emotional and mental health needs'.

Section 4: Study skills (30 items)

A beginner's guide to critical thinking and writing in health and social care - Helen

Aveyard, Pam Sharp, Mary Woolliams, 2015
Book

A beginner's guide to evidence-based practice in health and social care professions - Helen Aveyard, Pam Sharp, 2013
Book

A beginner's guide to evidence-based practice in health and social care - Helen Aveyard, Pam Sharp, 2017
Book

Doing a literature review in health and social care: a practical guide - Helen Aveyard, 2019
Book

Doing a literature review in health and social care: a practical guide - Helen Aveyard, 2014
Book

Reflective practice: writing and professional development - Gillie Bolton, Russell Delderfield, 2018
Book

Reflective practice: writing and professional development - Gillie Bolton, 2014
Book

Study skills for Master's level students: a reflective approach for health and social care - Debbie Casey, Liz Clark, Sally Hayes, 2017
Book

Brilliant writing tips for students - Julia Copus, 2009
Book

Critical thinking skills: effective analysis, argument and reflection - Stella Cottrell, 2017
Book

The study skills handbook - Stella Cottrell, 2019
Book

Study skills for health and social care students - Claire Craig, 2009
Book

Writing for university - Jeanne Godfrey, 2011
Book

Reading & making notes - Jeanne Godfrey, 2014
Book

Planning your essay - Janet Godwin, 2019
Book

Studying with dyslexia - Janet Godwin, 2012
Book

How to write better essays - Bryan Greetham, 2018
Book | 4th edition print. 3rd edition e-book.

Critical thinking in health and social care - Stella Jones-Devitt, Liz Smith, 2007
Book

Brilliant study skills - Bill Kirton, 2010
Book

How to improve your critical thinking & reflective skills - Kathleen A. McMillan, Jonathon Weyers, 2013
Book

The ultimate study skills handbook - Sarah Moore, 2010
Book

The complete guide to referencing and avoiding plagiarism - Colin Neville, 2007
Book

Report writing - Michelle Reid, 2018
Book

Upgrade Study Skills website
Webpage

Getting critical - Kate Williams, 2014
Book

Referencing and understanding plagiarism - Kate Williams, Mary Davis, 2017
Book

Reflective writing - Kate Williams, Mary Woolliams, Jane Spiro, 2020
Book

Reflective writing - Kate Williams, Mary Woolliams, Jane Spiro, 2012
Book

Study skills for part-time students - Elizabeth Wilson, Dorothy Bedford, 2009
Book

Be more critical! A practical guide for Health and Social Care students - Woolliams, M., Williams, K., Butcher, D., Pye, J., 2011
Book | When you click on the blue online resource button you will be taken to the RADAR login screen. Login using your Oxford Brookes University student number and password. Once you have logged in, go back to this reading list and click on the blue online resource button again to be taken straight to the guide.

Overview and Awareness | Information and Learning Hub - Social Care Wales
Webpage