Certificate of Credit in Commissioning and Purchasing for Public Care

Assignment Support:

Session 3

This session

- Checking in
- The assignment task
- Planning and writing your assignment
- Good academic practice
- Your project and your assignment
- Technical stuff and next steps

Checking in…

What's been happening since we last met?

The IPC Commissioning Cycle

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Assignment support process

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 0-29%
  - Refer 30-49%
  - 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.

Word limits

Assignment title

5,000

Safe limit

Assignment text

4,000

Reference list

Appendices

Planning and writing your assignment

Some resources

Brookes library

https://www.brookes.ac.uk/library/collections

Certificate of Credit in Commissioning and Purchasing for Public Care - reading list

https://brookes.rl.talis.com/lists/FF3E5A61-C16C-F495-893F-C16AA66602BB.html

Assignment Planning and Writing

Brookes Centre for Academic Development

https://www.brookes.ac.uk/students/academic-development/online-resources/

Centre for Academic Development

OXFORD BROOKES UNIVERSITY

www.brookes.ac.uk/students/academic-development/

Email:
academicdev@brookes.ac.uk

Phone:
01865 484406

Twitter:
@BrookesAcDev

Online study skills tutorials

Email to book a 40 min one-to-one session on topics such as critical thinking, referencing, planning, structuring, maths and stats…

Daily drop-ins

Drop-in via Zoom from 12 -1pm Mon-Thurs. No need to book. Ideal for quick questions.

A-Z online study resources

The best academic resources on key skills for you to access when it suits you.

Enhance your study success at the Centre for Academic Development

OXFORD BROOKES UNIVERSITY

Online individual tutorials: free and confidential!

Online Resources

Workshops

Visit us online at:
https://www.brookes.ac.uk/students/academic-development/

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E-mail:
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Expert Advice

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Unpicking/unpacking the assignment

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Assignment task

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

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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%**

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: Don’t forgot to attach a project plan which may be the stages box in your project outline

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 project activities. 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.

Critical Analysis & Reflection

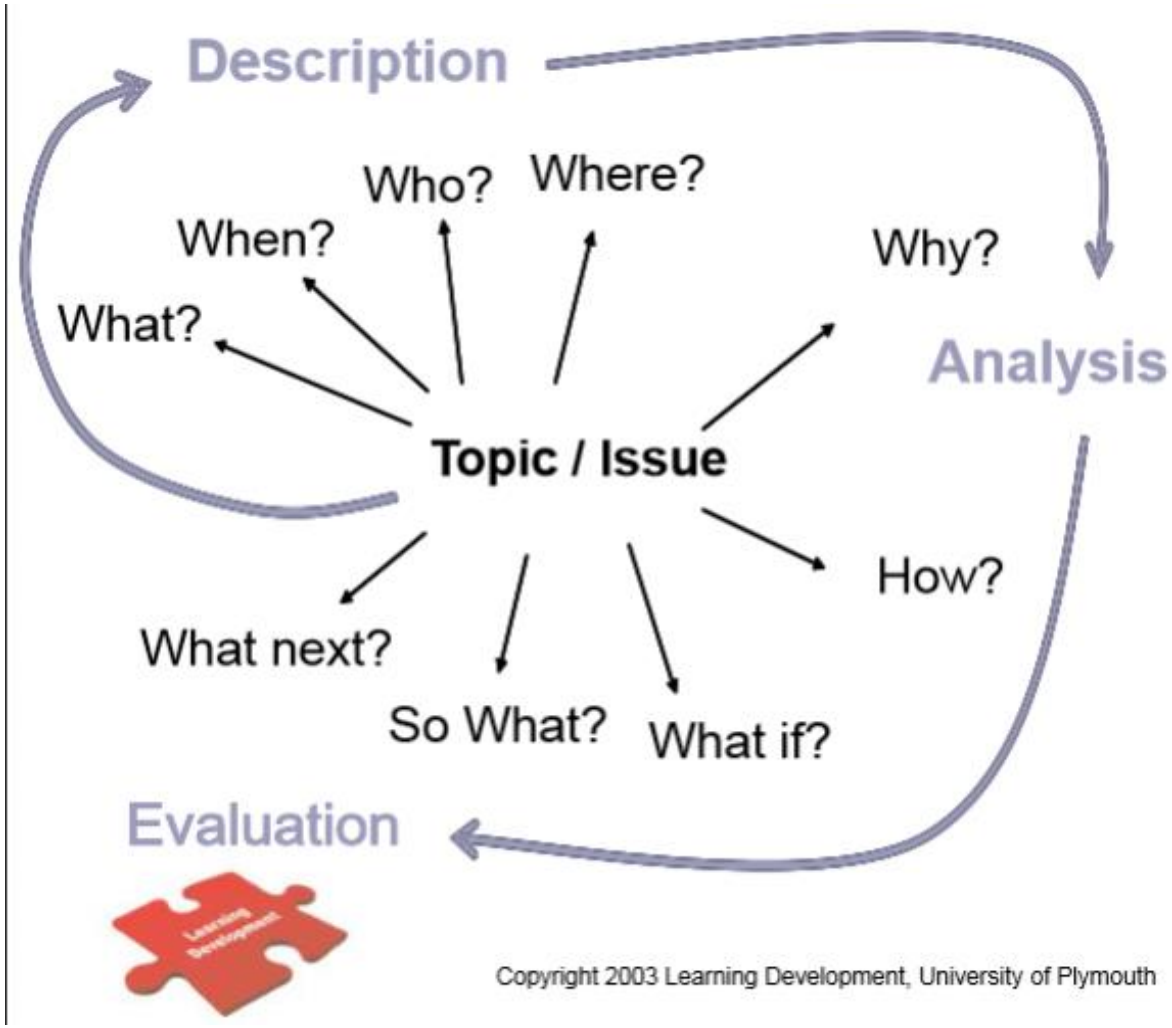
In his own mind, Jerry quickly mastered the art.

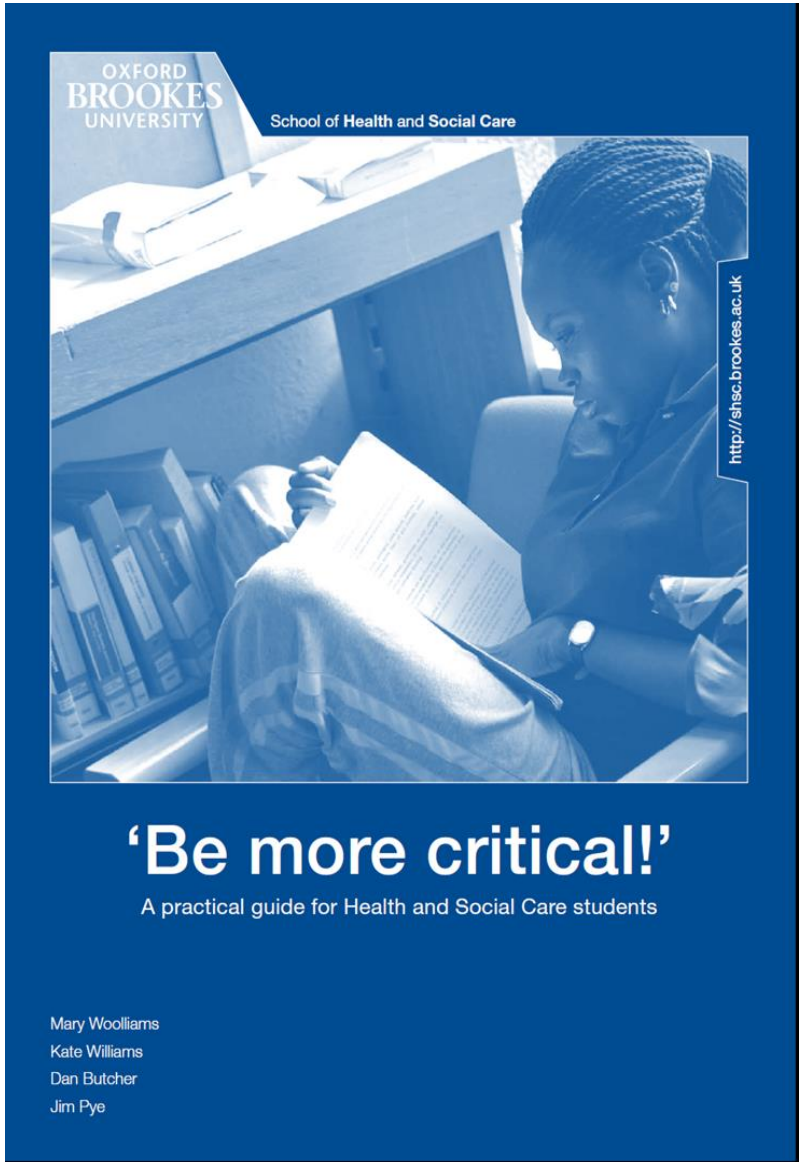
Being critical

Is about:

- Critical thinking - objective analysis and evaluation undertaken to inform your judgement
- Critical reading - critiquing what others have done and written about, and deciding how you will use this to inform your thinking and writing
- Critical writing - presenting your conclusions in a clear and well reasoned way to persuade others

Model to generate critical thinking




OXFORD
BROOKES
UNIVERSITY
School of Health and Social Care
http://shsc.brookes.ac.uk
'Be more critical!'
A practical guide for Health and Social Care students
Mary Woolliams
Kate Williams
Dan Butcher
Jim Pye

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.

Note: You might want to use a model such as Driscoll's model of reflection or the Gibbs reflective cycle to help you do this

Applying reflective thinking

Driscoll adapted and applied 3 key questions for reflective practice:

- WHAT – the description of the event
- SO WHAT – the analysis of the event
- NOW WHAT – the proposed actions following the event

http://www.nottingham.ac.uk/nmp/sonet/rlos/placs/critical_reflection/models/driscoll.html

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

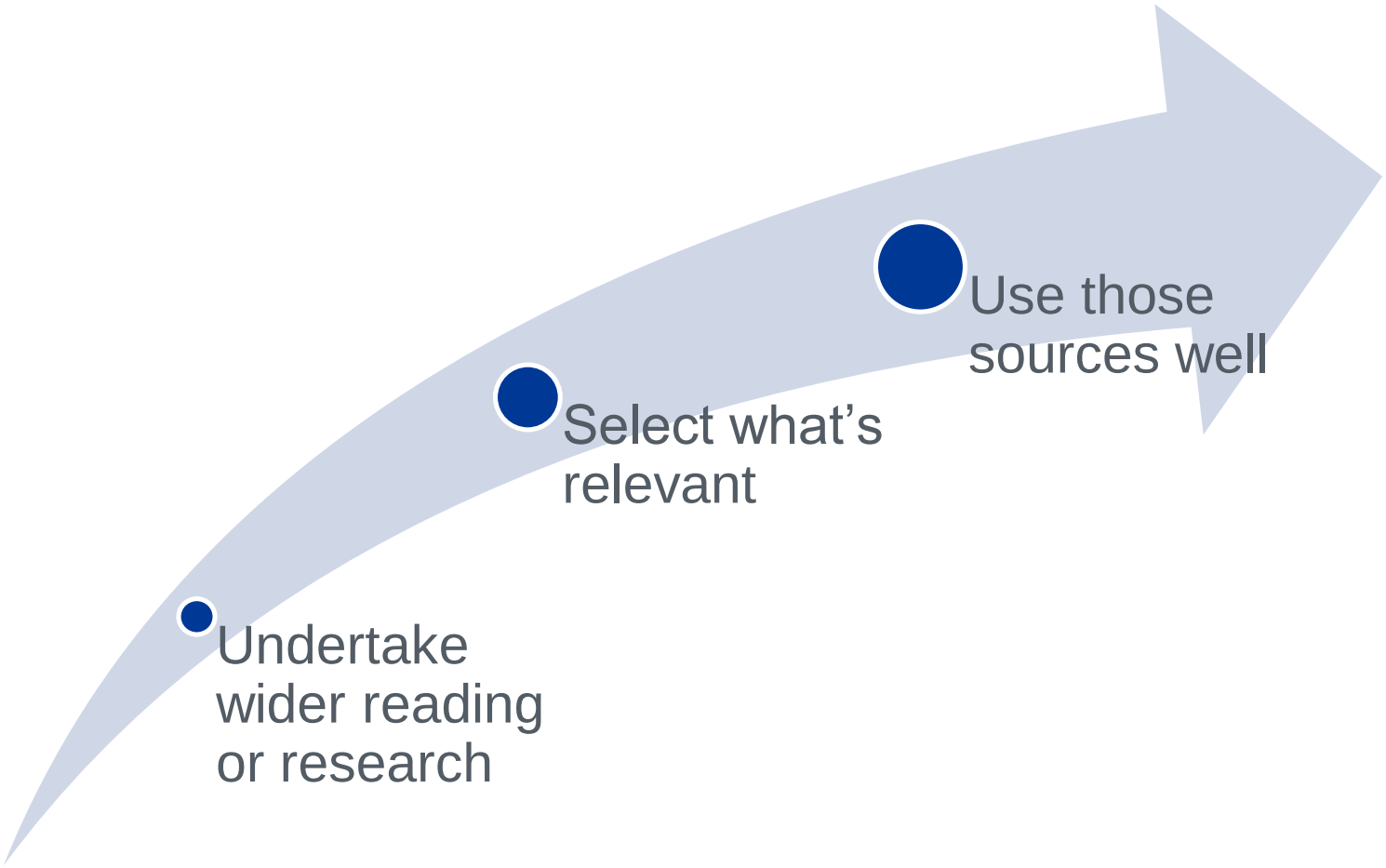
Criterion (f) 10%

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



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…

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

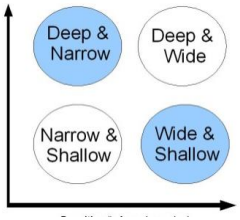
Credibility

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?

1. Copying someone else’s written work.
2. Using someone else’s information & ideas which were given verbally.
3. Summarising in your own words a point made by someone else.
4. Quoting the exact words used by someone else.

How to reference

- Note details of every source when you use them
- You must use the 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

In-text referencing

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.

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 sources additionally need the web address and date accessed

Technicalities and Next Steps

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

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

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	

Accreditation: dates in diaries…

- Tutorial 2:

- Assignment Submission:

Good Luck!

Contact us

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