OXFORD BROOKES UNIVERSITY

ipc 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 – hints / tips

Everyone enters on mute. Mostly stay on mute so we are not all talking at once

Use the chat to ask questions and make comments. This will be a dynamic learning experience

Turn on your video camera, please!

Unless you have a shaky connection! In that case, switch off your video

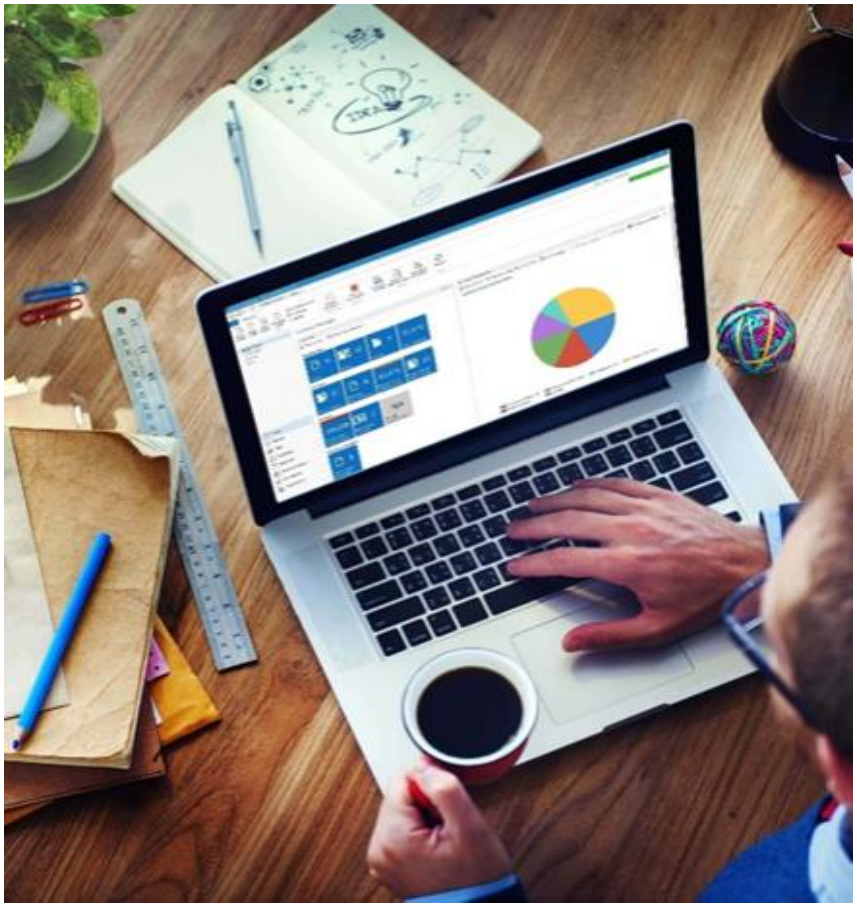
You will be going into breakout rooms, be prepared to be in rooms with 6 - 8 people

Raise your hand or click the hands up symbol if you want to speak in discussions

Be on time for breaks

Checking in…

What does the assignment task mean to you?



Institute of Public Care – Commissioning Cycle

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Assignment support process

Assignment support process

Key dates

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

- Submission deadline:

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

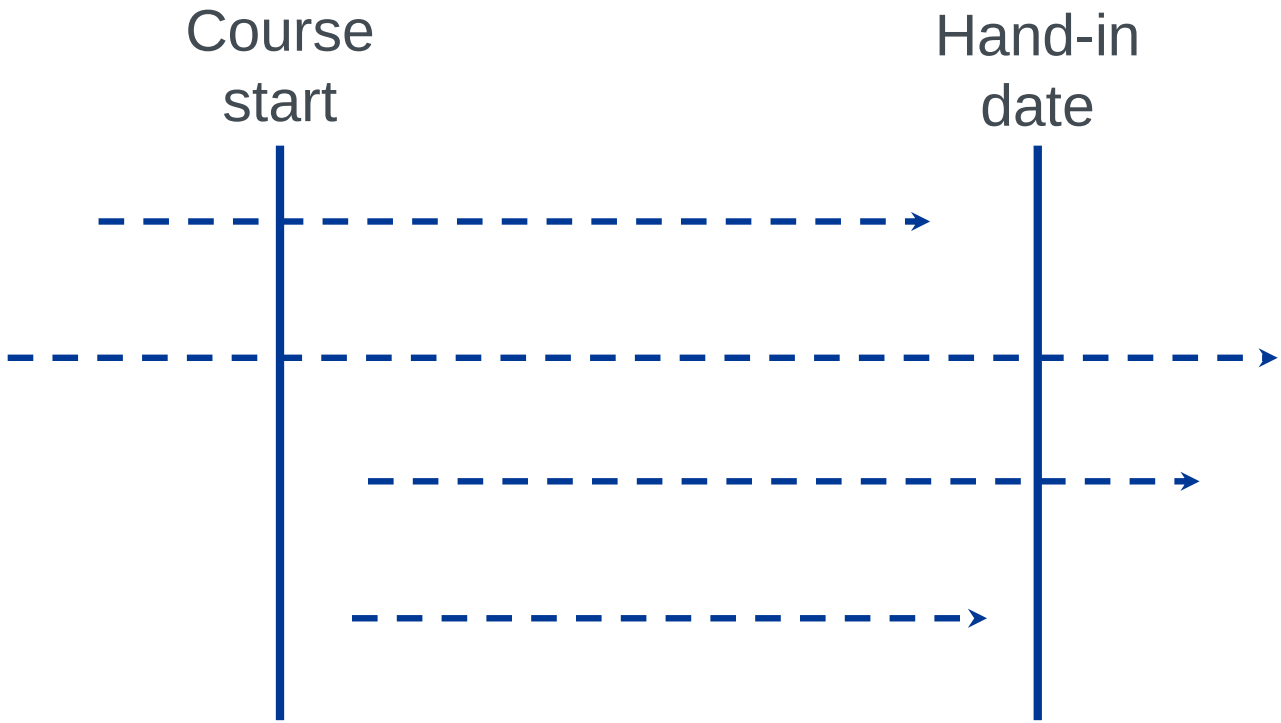
Assignment text

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	**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%**

Assignment hints and tips

- Look at the guidance for students in the assignment template
- 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

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%

Example assignment

Read the example assignment:

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

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

Theory to practice – your commissioning project

- Start to think about a project you want to undertake to present as an assignment

- What’s your experience of doing project work? What worked or did you find difficult?

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: • 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? • What is the good practice you are going to bring to this project? And how does this link with theory? • What might go wrong? Explain any difficulties you foresee in carrying out the project and how they might be overcome.	

Tutor Groups

In tutor groups:

- Go through the project outline maybe using a project topic
- Agree dates/times for tutorial 1

Next steps

Before we meet for ASD2…

- **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

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- Session 2:
- Session 3:
- Tutorial 2:

- Submission deadline:

Contact us

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