Course Handbook

Post Graduate Certificate in Researching Social Care (On line)
2019/20
Course Leader – John Wainwright
School of Social Work, Care and Community

Please read this Handbook in conjunction with the University's Student Handbook.

Contents

1. Welcome to the course

Welcome to the School of Social Work, Care and Community's Post Graduate Certificate Researching Social Care. This is an entirely online programme of study. In this handbook you will find detailed information about your programme of study. This course has been designed to ensure that research teaching and learning within the School of Social Work, Care and Community meets the needs of both UK and international students and employers. It is designed in such a way that all the content will be provided and delivered in an interactive teaching and learning style electronically on line. The course is delivered by a range of staff within the School who have experience of undertaking research, publishing across a range of disciplines and/or teaching about research to Under-graduate and Post-graduate students.

The programme is designed for UK based and international post graduate students who are committed to developing their research skills in a practice or policy social care context, as independent researchers. Students who are following full or part time MPhil/PhD programmes in the School of Social Work, Care and Community and those who would like to strengthen their knowledge and understanding of research more generally will also find the certificate to be useful. It is also the first year of the Professional Doctorate Award; Community and Social Care: Policy and Practice. There are three modules on the programme, which are designed to ensure that you have opportunities to develop existing skills and to build on your experience and knowledge of social research.

We value and actively seek student views about their on line learning experiences and welcome your comments on the course throughout your study with us. Please read this handbook carefully and note down important dates and events.

We hope you enjoy your studies with us and we look forward to working with you

1.1 Rationale, aims and learning outcomes of the course

This course will equip you with the essential knowledge and skills to undertake research in social work, social care and/or social policy. It has been externally validated and approved to ensure compliance with the requirements of UK social research governing bodies.

The programme aims to:

- Provide an overview of key issues and debates associated with the production, application and evaluation of research for practice in social care.

- Promote systematic engagement with, and exploration of, core issues for contemporary social care research and practice.
- Develop critical thinking skills and the ability to apply these in complex situations.

On successful completion of the programme, students will have advanced knowledge and a critical understanding in the following areas:

A. Knowledge and Understanding
A1. Research skills and techniques – be able to plan, implement and evaluate research projects/outputs A2. Research environment – able to manage ethical and technical issues associated with research projects A3. Research management – able to use resources and technology to support successful project management
On successful completion of the programme, students will be able to demonstrate acquisition of the following skills : **B.   Subject-specific skills**
B1. Literature searching and critical reading B2. Writing for diverse audiences B3. Dealing with data/statistics
C. Thinking Skills
C1. critical thinking C2. ability to deal with complex issues in a creative and systematic way C3. self direction and originality when tackling problems C4. develop new insights and the ability to use new skills to inform decision making in complex situations
D. Other skills relevant to employability and personal development
D1. personal effectiveness – develop capacity to manage self to ensure project completion D2. communication skills – enhance written and verbal communication skills D3. networking and team working – develop inter-personal skills to enhance project work D4. career management – develop capacity for self direction and career planning

On successful completion of the course students will be awarded the Post Graduate Certificate in Researching Social Care. Or if it is the first year of the Professional Doctorate in Community and Social Care, you will progress

1.2 Course Team
The course team consists of:

Dr John Wainwright   01772 893460   JPWainwright@uclan.ac.uk

Dr Stephen Gethin-Jones   01772 895464   SGethin-jones@uclan.ac.uk

Dr John Wainwright is the course leader of the programme.

1.3 Expertise of staff

The two members of the course team are all research active and are managing ongoing research project. Their expertise spans children and families, adult social work and pedagogy. In addition, many of the online research lectures are delivered by internationally recognised researchers in their field. The course team and research staff's research profile and publications can be found on the School web page under the staff member's name.

1.4 Academic Advisor

You will be assigned an Academic Advisor who will provide additional academic support during the year. They will be the first point of call for many of the questions that you might have during the year. Your Academic Advisor will be able to help you with personal development, including developing skills in self-awareness, reflection and action planning.

1.5 Administration details

Course Administration Service provides academic administration support for students and staff and are located in the following hubs which open from 8.45am until 5.15pm Monday to Thursday and until 4.00pm on Fridays. The hub can provide general assistance and advice regarding specific processes such as extenuating circumstances, extensions and appeals.

Brook Building
Community, Health and Midwifery
Nursing
Health Sciences
Social Work, Care and Community
telephone: 01772 891992/891993
email: BrookHub@uclan.ac.uk

1.6 Communication

The University expects you to use your UCLan email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread.

More specifically, as this is an online course module leaders and teams will always use blackboard/online tools (e.g. announcements) to routinely communicate with you about particular modules. Again you need to use Blackboard to access information about specific modules.

We intend to reply to specific queries (either individually or using Blackboard) within 3 working days.

1.6.1 General points

- It is important to remember that academic staff are involved in a range of activities, including teaching across a number of different courses; attending placement visits all over the North West; attending meetings inside and outside the University; and undertaking scholarly research. Consequently, although student emails and telephone messages are afforded a high level of priority, responses are unlikely to be instant, as staff are often not at their desk.

- The School has a large and diverse student body with a range of different needs. At times, some student's needs are particularly pressing. In such instances, staff will prioritise responding to those students, as in any other workplace.

- School staff are committed to supporting students with their studies; however there is also an emphasis upon independent learning within the postgraduate Higher Education environment. Where students run into difficulty, they are strongly encouraged to seek help.

- Academic and Administrative staff are not permitted to give out marks via email or on the telephone, as stated in the Academic regulations. Students can access their results via 'MyUCLan' and/or Blackboard, and will be shown how to do this.

- Communication is a two way process and it is important that students and staff work together to constantly improve communication, so that it is mutually beneficial. This will be discussed at Staff/Student liaison meetings with feedback sought from all.

1.6.2 E-mails

- Students should take care to use appropriate language in emails and are reminded of the importance of being courteous at all times. Where inappropriate language is used, for example 'text language', members of staff will politely point this out to students.

- Where staff are away from University, they will routinely use their automated email response facility, which clearly states a return date. Similarly, staff will use their voicemail message to advise when they are away from the University on annual leave.

This is important for students so that they understand when staff are on leave or working away from the University.

- <u>Staff will aim to respond to emails from students within 3 working days (unless they are on annual leave),</u> by providing an acknowledgement of the email, even if the matter cannot immediately be resolved. However, students are politely reminded that the answer to very many queries lies in module or course handbooks and they should consult these first to try and find an answer. This helps to ensure that students who are in genuine need of assistance will receive a prompt response.

- If students do not get a response in 3 working days, they should email the member of staff again. If there is still no response and the matter remains unresolved, students should bring this to the attention of another member of staff, such as their course leader, or the designated principal lecturer for an 'action request'. This colleague will then address the matter with the original member of staff.

- CC-ing in emails - Students are encouraged to send emails directly to the person from whom they want a response. Students should avoid needless copying in many staff members, as this decreases the likelihood of an efficient response and increases work for academic staff. Where other staff are cc'd into the email, it should be made clear why. eg. *I am copying in my course leader so that they are also aware of this situation.*

1.6.3 Written feedback

- Students should ALWAYS read their written feedback, which is central to their progression and development on the course. <u>This needs to be recognised and valued as a form of communication.</u> It is extremely important for students to take the time to read and understand their written feedback, as well as accessing their mark. If students do not understand the feedback they have been given, they should seek clarification from the member of staff who will explain it to them.

1.7 External Examiner

The University has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. The name of this person, their position and home institution can be found below. **If you wish to make contact with your External Examiner, you should do this through your Course Leader and not directly**. External Examiner reports will be made available to you electronically. The School will also send a sample of student

coursework to the external examiner(s) for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded the highest and lowest marks and awarded marks in the middle range.

The External Examiner for this course is:

Dr Mathew Millings, Senior Lecturer
Liverpool John Moores University
School of Law; Redmonds Building
Liverpool L3 5UG.

2. Structure of the course
2.1 Overall structure
The modules available for the on line programme are listed below. These can be undertaken only on a part time 12 months basis.

The structure of the programme and the supporting documentation that needs to be referred to is outlined below.

Programme Structure				Semester of Delivery
Level	**Module Code**	**Module Title**	**Credit rating**	
Level 7	SW4800	Themes & Perspectives in Social Research	20	Semester 1
Level 7	SW4801	Doing Social Research	20	Semester 2
Level 7	SW4802	Developing Research Skills in Social Care	20	Semester 3

2.2 Modules available
Each module is a self-contained block of learning with defined aims, learning outcomes and assessment. A standard module is worth 20 credits. It equates to the learning activity expected from one sixth of a full-time undergraduate year. Modules may be developed as half or double modules with credit allocated up to a maximum of 120 credits per module.

2.3 Course requirements
Students need to complete all three modules to successfully achieve the Post Graduate Certificate in Researching Social Care.

2.4 Module Registration Options

Discussions about your progression through the course normally take place in February each year. It is an opportunity for you to make plans for your study over the next academic year. The course team will tell you about the various modules / combinations available and you will both agree on the most appropriate (and legal) course of study for you.

2.5 Study Time
2.5.1   Weekly timetable

A timetable will be available one you have enrolled on the programme, through the student portal.

2.5.2   Expected hours of study

The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per each credit you need to achieve – this includes attendance at UCLan and time spent in private study.   This will mean that you will be expected to commit fourteen hours per week in a combination of online and private studies.

2.5.3 Attendance Requirements

You are required to attend all timetabled learning activities for each module. Notification of illness or exceptional requests for leave of absence must be made to John Wainwright at jpwainwright@uclan.ac.uk

3. Approaches to teaching and learning

3.1 Learning and teaching methods

Teaching and learning will be through interactive methods on-line and self directed study. Extensive use will be made of adobe and skype to provide teaching and learning sessions and workshops that are interactive and non did active and constructivist, through mutual shared learning and participatory dialogue. The emphasis of these sessions will be on the student being prepared beforehand by undertaking the appropriate reading, to enable open and creative learning to take place within the learning zone through adobe. To enable these creative learning spaces to develop , the programme and specific modules must be based on the principle of student led individual research and reading in preparation for the teaching and learning sessions and on-line self-directed learning.. Each module leader will provide the necessary learning materials and advice on their module web page (blackboard) and they will available throughout the week through a discussion forum

3.2 Study skills

Students will commence the PG certificate with varying levels of academic skills. Some will have English as their second or third language and may, initially, require some additional support on the course. UCLAN provide support for students academic work through WISER workshops, and support to access Learning and Information technology through LIS. The links for these services are below.

WISER http://www.uclan.ac.uk/students/study/wiser/index.php

LIS https://portal.uclan.ac.uk/webapps/portal/frameset.jsp?tab_tab_group_id=_25_1

3.3 Learning resources
Extensive resources are available to support your studies provided by LIS – library and IT staff. Take advantage of the free training sessions designed to enable you to gain all the skills you need for your research and study.

3.3.1 Learning Information Services (LIS)
Extensive resources are available to support your studies provided by LIS – library and IT staff. Take advantage of the free training sessions designed to enable you to gain all the skills you need for your research and study.

3.3.2 Electronic Resources
LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts.

3.4 Personal development planning
Personal development planning tutorials will be offered as part of this programme. Advice and guidance will be offered that encourages the student to reflect on their biographical career prior to commencing the programme and how completion of the PG certificate can enable them to develop and further their career in a direction appropriate to their expectations and goals

3.5 Preparing for your career
Your future is important to us, so to make sure that you achieve your full potential whilst at university and beyond, your course has been designed with employability learning integrated into it. This is not extra to your degree, but an important part of it which will help you to show future employers just how valuable your degree is. These "Employability Essentials" take you on a journey of development that will help you to write your own personal story of your time at university:

- To begin with, you will explore your identity, your likes and dislikes, the things that are important to you and what you want to get out of life.

- Later, you will investigate a range of options including jobs and work experience, postgraduate study and self- employment,
- You will then be ready to learn how to successfully tackle the recruitment process.

You will be able to record your journey using Pebblepad, the university's e-portfolio system, which will leave you with a permanent record of all the fantastic things you have achieved during your time at UCLan.

It's your future: take charge of it!

Careers offers a range of support for you including:-
- career and employability advice and guidance appointments
- support to find work placements, internships, voluntary opportunities, part-time employment and live projects
- workshops, seminars, modules, certificates and events to develop your skills

Daily drop in service available from 09:00-17:00 for CV checks and initial careers information. For more information come along and visit the team (in Foster building near the main entrance) or access our careers and employability resources via the Student Portal.

The PG Certificate is designed for students who intend to further their research careers. Therefore it is designed to augment students in developing their careers through the following research routes;
- As a foundation to undertake an MPhil/PhD
- As the first year of the Professional Doctorate in Community and Social Care leading to progression onto the second year of this programme
- To develop a career as an independent researcher.
- To undertake research projects in a particular research setting that you may work in, or be associated to in some capacity

4. Student Support
The 'i' is a central Student Information Centre and your first point of contact. You can obtain information on a wide range of topics including Council Tax Exemption Certificates, Bank and Confirmation of Study Letters, Portable Financial Credits, (continuing students only, Printing and Printer Credit, UCLan Cards, the 'i' shop and UCLan Financial Support Bursary (first year students only).

4.1 Academic Advisors

Your academic advisor will provide online tutorials on request. Should any issues arise which impinge on your studies, your personal tutor is your first point of contact and will be able to offer you guidance and support

4.2 Students with disabilities

If you have a disability that may affect your studies, please either contact the Disability Advisory Service - disability@uclan.ac.uk - or let one of the course team know as soon as possible. With your agreement information will be passed on to the Disability Advisory Service. The University will make reasonable adjustments to accommodate your needs and to provide appropriate support for you to complete your study successfully. Where necessary, you will be asked for evidence to help identify appropriate adjustments.

4.3 Students' Union

The Students' Union offers thousands of volunteering opportunities ranging from representative to other leadership roles. We also advertise paid work and employ student staff on a variety of roles. You can find out more information on our website: http://www.uclansu.co.uk/

5. Assessment

Please note that all modules will be assessed. You are expected to attempt all required assessments for each module for which you are registered, and to do so at the times scheduled unless authorised extensions, special arrangements for disability, or extenuating circumstances allow you to defer your assessment.
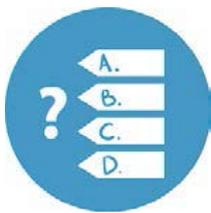
5.1 Assessment Strategy

Course assessments are set out in the module handbooks and are designed to meet the module and course outcomes. The assessment assignments and tasks are specifically designed to equip you with the skills to be able to undertake independent research projects. Whilst undertaking the course you will work with the course team to develop the necessary skills through completion of the specific tasks, and submission of assignments and from the written feedback on your work

5.2 Notification of assignments and examination arrangements

Submission deadlines are listed in each module handbook are to be submitted electronically through turnitin. This system enables students to check that the originality of their work before they make their final submission

5.3 Referencing

The Harvard system of referencing is used for this course and examples of this referencing system is illustrated in the references at the back of each module handbook. Additional guidance can be found in the School Assessment Handbook which is available on Blackboard

5.4 Confidential material

Throughout this programme students will be engaged in research issues and projects that necessitate strict adherence to the principle of confidentiality and the Data Protection Act. Students will be expected to submit a research proposal to the PsychSoc School Research Ethics committee and adhere to Uclan's Research Ethics Regulations

5.5 Cheating, plagiarism, collusion or re-presentation

Please refer to the information included in section 6.6 of the University Student Handbook for full definitions. The University uses an online Assessment Tool called Turnitin. A pseudo-Turnitin assignment will be set up using the School space on Blackboard to allow students to check as many drafts as the system allows before their final submission to the 'official' Turnitin assignment. Students are required to self-submit their own assignment on Turnitin and will be given access to the Originality Reports arising from each submission. In operating Turnitin, Schools must take steps to ensure that the University's requirement for all summative assessment to be marked anonymously is not undermined and therefore Turnitin reports should either be anonymised or considered separately from marking. Turnitin may also be used to assist with plagiarism detection and collusion, where there is suspicion about individual piece(s) of work.

6. Classification of Awards

The University publishes the principles underpinning the way in which awards and results are decided in Academic Regulations. Decisions about the overall classification of awards are made by Assessment Boards through the application of the academic and relevant course regulations.

7. Student Feedback

You can play an important part in the process of improving the quality of this course through the feedback you give. In addition to the on-going discussion with the course team throughout the year, there are a range of mechanisms for you to feedback about your experience of teaching and learning. We aim to respond to your feedback and let you know of our plans for improvement. For example, in the past year student feedback on the assessment criteria of

the module SW4801 (Doing Social Research) has resulted in the task being tailored and changed to meet the needs of students undertaking research

The Students Union can support you in voicing your opinion, provide on-going advice and support, and encourage your involvement in all feedback opportunities. They will be requesting that you complete the National Student Survey (during semester 2 for students in their final year of study) or the UCLan Student Survey (all other students).

The Students' Union and University work closely together to ensure that the student voice is heard in all matters of student-life. We encourage students to provide constructive feedback throughout their time at university, through course reps, surveys and any other appropriate means.

The Union's Student Affairs Committee (SAC), members of Students' Council and School Presidents each have particular representative responsibilities, and are involved with decision making committees as high as the University Board. Therefore it is very important students engage with the democratic processes of the Students' Union and elect the students they see as most able to represent them.

At the end of each module you will have the opportunity to feedback on your learning experience through module evaluation questionnaires and adobe connect evaluation workshops

7.1 Student Staff Liaison Committee meetings (SSLCs)
Details of the Protocol for the operation of SSLCs is included in section 8.2 of the University Student Handbook.

8. Appendices

8.1 Programme Specification(s)

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Programme Specification

This Programme Specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

Sources of information on the programme can be found in Section 17

1.	**Awarding Institution / Body**	University of Central Lancashire
2.	**Teaching Institution and Location of Delivery**	Preston Campus
3.	**University School/Centre**	Social Work, Care and Community
4.	**External Accreditation**	None
5.	**Title of Final Award**	Post Graduate Certificate Researching Social Care
6.	**Modes of Attendance offered**	PART-TIME DISTANCE LEARNING
7.	**UCAS Code**	
8.	**Relevant Subject Benchmarking Group(s)**	None
9.	**Other external influences**	Joint Statement of the UK Research Councils' Training Requirements for Research Students Descriptor for qualification at level 7: Master's Degree.
10.	**Date of production/revision of this form**	June 2014
11.	**Aims of the Programme:**	

The programme will:
- Provide an overview of key issues and debates associated with the production, application and evaluation of research for practice in social care.
- Promote systematic engagement with, and exploration of, core issues for contemporary social care research and practice.
- Develop critical thinking skills and the ability to apply these in the complex situations of social care research, theory and practice

12. Learning Outcomes, Teaching, Learning and Assessment Methods

A. Knowledge and Understanding
On successful completion of the programme students will have advanced knowledge and a critical understanding in the following areas **A1 Research skills and techniques** and be able to plan, implement and evaluate research projects / outputs. **A2 Research environment** and be able to manage ethical and technical issues associated with research projects. **A3 Research management** and be able to use resources and technology to support successful project management.

Teaching and Learning Methods
• On line teaching and learning, workshops reading seminars, self-directed study tasks, practical workshops.

Assessment methods
• Case study, research proposal, ethics application and critique.

B. Subject-specific skills
On successful completion of the programme students will be able to: **B1. Undertake literature searching and critical reading** through being able to undertake a thorough literature search through the use of e learning resources and to critically appraise this research material. **B2. Write for diverse audiences** including writing for organisations that sponsor research, academic and professional journals and for key stakeholders in the research process. **B3. Deal with data / statistics** including being able to utilize appropriate data analysis packages.

Teaching and Learning Methods
• On line workshops, self-directed study tasks, practical workshops. Embedded use of Blackboard to support programme delivery.

Assessment methods
• Essay. Practical assignment.

C. Thinking Skills
Students on a post-graduate programme will be expected to: **C1 Develop Critical thinking skills** including being able to analyse, observe, conceptualise , reflect and order research data. **C2 Have the ability to deal with complex issues in a creative and systematic way** including evaluating empirical data from different methodologies and create links between research findings and theory. **C3 Self-direction** and originality when tackling problems and be able to engage with research questions and problems using a variety of method(ologies) in tandem with their requirements of the research. **C4 Develop new insights** and the ability to use new skills to inform decision making in complex situations.

Teaching and Learning Methods
• On line workshops ,seminars, self-directed study tasks, practical workshops. Embedded use of Blackboard to support programme delivery

Assessment methods
• Case study, research proposal and critique. Essay

D. Other skills relevant to employability and personal development
On successful completion of the programme students will be able to: D1 Demonstrate **personal effectiveness** and be able to develop capacity to manage self to ensure project completion. D2 Demonstrate **communication skills** including enhanced written and verbal communication skills. D3 Demonstrate virtual **networking and team working** including inter-personal skills to enhance project work. D4 **Career management** including developing the capacity for self-direction and career planning.

Teaching and Learning Methods
• Online workshops, reading seminars, self-directed study tasks, practical workshops. Embedded use of Blackboard to support programme delivery

Assessment methods
• Formative assessment as part of taught sessions e.g. presentation).
• Case study, research proposal and critique.
• Essay

13. Programme Structures*				14. Awards and Credits*
Level	Module Code	Module Title	Credit rating	
Level 7	SW4800	Themes & Perspectives in Social Research	20	**Target Award** **Post Graduate Certificate Researching Social Care** (successful completion of 60 academic credits at level 7)
	SW4801	Doing Social Research	20	
	SW4802	Developing Research Skills in Social Care	20	

15. Personal Development Planning

Personal Development Planning (PDP) is intended to provide a process by which students can reflect on their learning and plan for their personal and career development. The primary objective of PDP is to improve each student's capacity to understand what and how they are learning, and to review, plan and take responsibility for their own learning. The programme supports this initiative. It is expected that students at Master's level will already have acquired the necessary skills to plan and take responsibility for their own learning and development. It is expected as a matter of course that students will retain copies of and reflect upon their feedback from assignments as a guide to future improvement and development. In conjunction with this, the course team will provide individual advice and discuss progress and future career or further study plans with students as a fundamental part of the tutorial role, and encourage students to make use of all of the University's range of support services as and where appropriate. All students will graduate with a student transcript setting out details of their academic learning, which is generated by the university and will be provided at the end of the course.

16. Admissions criteria

- Relevant Honours degree normally 2:1 or above
- International applicants - IELTS pass mark of 7.0
- Prior experience of being involved in a research project and/or a written commitment to have the capacity to undertake one.

17. Key sources of information about the programme

- **Fact sheet**
- **UCLAN webpages**
- **Graduate Research School website**
- **School of Social Work, Care and Community website – Research pages**
- **Course leader**
- **School of Social Work Research Degree Tutors**

Please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed

Level	Module Code	Module Title	Core (C)	Programme Learning Outcomes													
				Knowledge and understanding			Subject-specific Skills			Thinking Skills				Other skills relevant to employability and personal development			
				A1	A2	A3	B1	B2	B3	C1	C2	C3	C4	D1	D2	D3	D4
LEVEL 7	SW4800	Themes & Perspectives in Social Research	C	x	x	x	x			x	x	x	x	x	x		
	SW4801	Doing Social Research	C	x	x	x	x			x	x	x	x	x	x	x	x
	SW4802	Developing Research Skills in Social Care	C			x	x	x	x	x	x	x	x	x	x	x	x

Note: *Mapping to other external frameworks, e.g. professional*