
General Overview

1 INTRODUCTION

This CD-ROM includes various documents that OCR hope will assist teachers in the delivery of the AS units of this new qualification. This document includes a very general overview of AS GCE in Health and Social Care, and explains some of the other documents on the CD-ROM.

2 OVERVIEW OF THE QUALIFICATION

The AS GCE in Health and Social Care specification consists of **three** tested units and **six** portfolio units. As far as possible, OCR has attempted to follow a set 'pattern' when producing the portfolio units, as can be seen below in a template of an assessment evidence grid:

Unit title				
What you need to do:				
Banner (the task to be completed, which is to include evidence of the Assessment Objectives):				
AO1 (knowledge and understanding)				
AO2 (application of knowledge and understanding)				
AO3 (research and analysis)				
AO4 (evaluation)				
How you will be assessed:				
Assessment Objective	Mark Band 1	Mark Band2	Mark Band 3	Mark Awarded
AO1 (strand)	[0 1 2 3 4 5]	[6 7 8 9 10]	[11 12 13 14 15]	/15
AO2 (strand)	[0 1 2 3 4 5]	[6 7 8 9 10]	[11 12 13 14 15]	/15
AO3 (strand)	[0 1 2 3 4]	[5 6 7]	[8 9 10]	/10
AO4 (strand)	[0 1 2 3 4]	[5 6 7]	[8 9 10]	/10
Total mark awarded				/50

Each portfolio is marked out of a maximum of 50 raw marks, with the marks being allocated to each Assessment Objective (AO) shown above. This allocation of marks is the same for all AS GCE Health and Social Care portfolio units.

Each AO (referred to as a 'strand') concentrates on set task(s), which are further expanded on in the amplification section of each unit specification.

AO1 – will always be generic, designed to assess the candidates' level of knowledge and understanding of the task requirements.

AO2 – will consist of application of knowledge and understanding to a particular individual/set number of individuals/group of individuals/situation.

AO3 – will include collection and analysis of information/data that has been gathered by the candidate.

AO4 – will be an evaluation of information/data that has been gathered by the candidate.

Tested units will be marked out of a maximum of 100 raw marks, with the AO marks being doubled, i.e. AO1=30 marks, AO2=30 marks, AO3=20 marks, AO4=20 marks.

2.1 Work Experience vs Role play/Simulated Activities

It is recognised that work experience can be a useful tool for allowing candidates access to situations which present opportunities for learning/assessment; however, it is not a mandatory element of the GCE Health and Social Care specification. Because of the issues that are inherent to Health, Social Care and Early Years environments, it may be necessary for assessment to take place through the use of case studies/prepared scenarios/role play situations, for example, all of which are suitable for this specification.

2.2 'Local Area' – What is this?

For those in a densely populated area this should be restricted to the immediate area, extending far enough to cover the requirements of the assessment criteria. However, for those in rural areas, a greater area may need to be covered in order to access sufficient information for candidates to access the assessment criteria.

2.3 The Ever-Changing Health and Social Care Legislation

Yes, legislation/acts/laws change – it's a fact of life, and possibly more so in health and social care. However, we do not expect all teachers/assessors to be fully conversant with every minor amendment made to each and every aspect of legislation/act/law which affects our subject area. Instead, candidates will only ever be asked, in an examination situation, information which directly relates to the information contained in the unit specification. However, those candidates who have been fortunate enough to have been the recipients of updates will not be discriminated against – instead, mark schemes will be amended at standardisation meetings to include any accurate, relevant answers produced by candidates.

2.4 Guide to Annotation

For the purpose of moderation, we would ask that all portfolios are clearly annotated to indicate where the teacher/assessor considers evidence towards assessment has been met. The assessment evidence grids themselves break down into assessment objectives (AO1, AO2, AO3, AO4) and mark bands (MB1, MB2, MB3). When annotating a portfolio, please use these abbreviations to indicate achievement of assessment requirements, e.g. AO2 MB3 to indicate that Assessment Objective 2, Mark Band 3, is deemed to have been met. The pages where evidence requirements have been met must be indicated on the appropriate Unit Recording Sheet, master copies of which can be found on this support CD-ROM (9 files in the folder '[HSC AS URS](#)') and via the OCR website at www.ocr.org.uk, following the links to the 'AS/A Level GCE', 'Care and Health', 'publications and materials' page. Please note

that copies of these forms will not be sent out via centres entering candidates for individual portfolio units, as has been the case in the past. Please either copy the sheets in this guidance document, as and when you require them, or print them from the website.

It should be noted that annotation should not be incorporated into the body text of the candidates work, but instead annotations should be clearly placed in the right-hand margin where they are easily viewed by the moderator. The exemplar material contained in this support pack has been annotated in this way.

It is essential that candidates' portfolios are clearly and accurately page numbered before being marked by the teacher/assessor.

2.5 Coursework Consultancy

OCR will offer a free coursework consultancy service for centres wishing to have portfolio work viewed and commented on, once it has been assessed by the centre. This service will be available year-round, although it would be appreciated if centres avoided the busy January/June months. For further information on this service, please do not contact the Information Bureau by telephone on 01223 553998 or by email at helpdesk@ocr.org.uk.

2.6 Use of IT to Produce Portfolios

Ideally, we would prefer for all portfolio evidence to be produced electronically and not handwritten. However, we do recognise that this is not always possible so would encourage centres/candidates to keep a photocopy of the portfolios which are submitted for moderation, particularly if the work is handwritten. Every attempt is made to return portfolios to centres in a timely fashion, but it has been the case that materials can be lost in the postal system. This is, of course, less of an issue if the portfolio has been produced using IT.

3 CONTENTS OF THE CD-ROM

3.1 Introduction

This support pack contains specific guidance for each of the AS units, as well as more general documents such as a glossary of relevant terms ([HSC27_glossary.pdf](#)) and guidance on how to produce a guide ([HSC29_produce_guide.pdf](#)) and how to write a report ([HSC30_report.pdf](#)).

For each internally assessed unit an overview and sample assessment is provided.

For each externally assessed unit, an overview, sample lesson plan and some specimen questions and answers are provided. The example assignments, lesson plans and suggested delivery plans ([HSC4_delivery.pdf](#)) are intended as suggestions only, and teachers are free to adapt these to suit their own purposes.

Exemplar portfolio material with assessor's annotations is provided for Unit 2: *Communication in care settings* ([HSC3_exemplar.pdf](#)).

Finally, copies of the full specification and specimen assessment materials are included on the CD-ROM, along with unit recording sheets.

3.2 Feedback, Forms and Letters

We have produced a standard set of materials which may assist you in delivering and monitoring this specification. These feedback forms, general forms and letters requesting assistance are intended to be a template only and centres are encouraged to adapt them to suit their own purposes. The following forms are included in this support materials pack:

- **Letters** ([HSC_letters.doc](#)) – various letters and forms that could be used for the arrangement of work experience or contact with professional health care workers
- **Portfolio Action Plan** ([HSC_action_plan.doc](#)) – suggested form for formalisation of a programme of work to result in a full unit portfolio
- **Portfolio Feedback Sheet** ([HSC_feedback.doc](#)) – suggested form for summarising a candidate's performance in the assessed portfolio.
- **Witness Statements** ([HSC_witness.doc](#)) – suggested forms for centres to supply to assessors' providing witness evidence of AO4 in Unit 2: *Communication in care settings* and Unit 3: *Promoting good health*.

Please note: use of these forms etc. is not compulsory; they are a suggestion/teaching aid only.

A Final Word

It is hoped that the materials provided will give centres useful additional material to that provided in the specification, which will over time improve and enhance the delivery and approach to the specification within a centre.

It is also hoped that centres will devise additional materials of their own when planning for and delivering the AS specifications. OCR would welcome the opportunity to review these support materials. If centres have produced assignments, resource sheets or any other form of support they are invited to submit a sample of this material to OCR. Informal feedback can then be given on whether the material is 'fit for purpose' and the material, with the centre's permission, can also be circulated for use by other centres in the planning for and delivery of the AS specifications. Centres wishing to submit any such materials should contact the OCR Information Bureau who will pass them on to the relevant Subject Officer.

Centres may be interested to know that OCR is running a pilot scheme for submission of e-portfolios in GCE Applied Business and GCE Applied ICT in September 2005, and plan to make the system more widely available in the future. Further general information is available on <http://www.maps-ict.com>.