

# Btec apprenticeship assessment workbook essay



**ASSIGN  
BUSTER**

1. The apprenticeship and your function In this initiation subdivision you will demo that you understand the employer/employee relationship and what person who works in the wellness and societal attention sector is required to make. The Workbook will assist you to demo that you follow agreed ways of working.

KNOWLEDGE AND UNDERSTANDING Undertaking 1 WorkSkills: Unit of measurement 1: 1. 1. 1. 2

Undertaking 1a Complete the spider diagram below to demo that you understand what each constituent of the Apprenticeship is for and how it is assessed. • In each box. for Number 1 say what the constituent is for.

Diploma 1.

Generic. dementedness and learning disablement. aboard other constituents.

2. Checked by the assessor

Employment Rights and Responsibilities 1.

ERR

BTEC 1. Social attention degree 2 and 3 2. Checked by the assessor

2. Checked by the assessor

aboard other constituents.

Apprenticeship constituents

aboard other constituents.

Key/Functional Skills 1. 2.

Functional accomplishments English. Mathematics Checked by the assessor alongside other constituents.

Personal. acquisition and believing accomplishments 1. Skills for working life  
2. Checked by the assessor alongside other constituents

2

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• For Number 2 say how it is assessed. Types of appraisal are given in a list below. Choose the most appropriate one or two. Assessment methods: • portfolio • on-line trial • paper-based trial. One illustration has been done for you. WorkSkills: Unit of measurement 1: 3. 1. 3. 2 ERR/WorkSkills: Unit of measurement 3: 4. 1. 4. 2. 4. 3

1

Undertaking 1b In the tabular array below write a list of different callings that you could take to hold after your Apprenticeship. In the 2nd column. write in where you could acquire advice about how to come on on this calling tract. In the 3rd column put two possible paths for this calling way. An illustration has been done for you.

Career Nurse

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Where to find advice NHS callings advice website ( World Wide Web.

nhscareers. New Hampshire. uk/nursing. shtml ) Union web site ( World Wide Web. unison. org. uk/healthcare/nursing/education )

Progression routes 1. Degree 3 BTEC 2. University

Care Assistant

Care Assistant advice web site ( World Wide Web. careruk. orgs )

1. Degree 2 NVQ

Diploma. 2.

BTEC Level 2 Diploma

Senior Care Assistant

Senior Care Assistant advice web site

1. Degree 3 NVQ

Diploma2.

BTEC Level 3 Diploma

Manager Care Assistant

Manager Care Assistant advice web site

1. Degree 5 NVQ

Diploma2.

College

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1

BTEC: Unit of measurement 6: 1. 1 Diploma: Unit of measurement 6: 1. 1

Undertaking 2 Undertaking 2a For each of the ? gures below. ? ll in the box for who you have personal or working relationships with and the box on why.

An illustration has been completed for you. Personal relationship

Who?

Why?

Family

Love

Enemys Friends

Ignore Friendship

Working relationship

Who?

Why?

Colleagues Directors Residents

Team working Supervisory Between professionals

BTEC: Unit of measurement 6: 1. 2 Diploma: Unit of measurement 6: 1. 2

Undertaking 2b The tabular array below lists different types of relationship. For each type, compose what the relationship is. An illustration has been completed for you.

Relationship type Supervisory Colleagues Between squads Between professionals With others

Example e. g. Me and my director

Me and other attention helpers

Me and other staff members Me and the occupants

Me and their household

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BTEC: Unit of measurement 4: 3. 1. 3. 2 Unit 5: 3. 1. 3. 2. 3. 3 Unit 7: 5. 5 Unit 9: 2. 2 Diploma: Unit of measurement 7: 5. 4 ERR/WorkSkills: Unit of measurement 3: 1. 1. 1. 2. 1. 3. 1. 4

Undertaking 2cl ) Below are some instance surveies of jobs at work. Choose the facet of employment jurisprudence that each one relates to from this list.

Aspects of employment jurisprudence: • favoritism • working hours • holiday • illness absence and ill wage • information protection • wellness and safety.

1

1 Salina was told that because of staffing deficits she would be expected to cut short her vacation this twelvemonth. Aspect of employment jurisprudence:

2 Although he was more experient. Marc believes that he did not acquire publicity because of his sexual orientation. Aspect of employment jurisprudence:

3 Melanie has not yet attended the moving and handling of people developing but has been asked to assist person with limited mobility into their bed from a chair. Aspect of employment jurisprudence:

4 Gina overheard staff discoursing private information about her which she had shared with her supervisor. Aspect of employment jurisprudence:

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1

two )

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List the chief characteristics of current employment statute law: • • • •

three ) Complete the undermentioned sentence: Employment statute law exists because ...

PLTS: IE3

four ) What kinds of information and support are at that place to assist you with Employment Rights and Responsibilities? Complete the list below. An illustration has been done for you. • HR section • • • • •

What kinds of information and support are at that place to assist you with Employment Rights and Responsibilities?

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BTEC: Unit of measurement 8: 1. 2. 1. 3 Diploma: Unit of measurement 8: 1. 1. 1. 2. 1. 3

Undertaking 3Produce a leaflet about wellness and safety for new starting motors at your workplace. You can ? It in the illustration shown below or make your own, following the same construction. to give to anyone getting downing work.

1



Health AND SAFETY IN OUR WORKPLACE There are many pieces of statute law that relate to wellness and safety. The chief 1s include: • Health and Safety at Work Act 1974 • • • • The chief points of wellness and safety processs that affect you are: • Covering with accidents and hurts • • • • Everybody in the workplace has duty for wellness and safety. You Look after your ain wellness and safety Your Employer Provide preparation where necessary Others Look after their ain wellness and safety

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1

Undertaking 4BTEC: Unit of measurement 6: 2. 2. 2. 3 Diploma: Unit of measurement 6: 2. 2 WorkSkills: Unit of measurement 1: 1. 3

Undertaking 4alt is of import to be clear about the in agreement ways of working in your administration. I ) Using the tabular array below. finish the list of the paperss that set out inside informations of your employment. For each papers on the list province where it is stored and how it can be accessed. Your assessor may inquire to see the paperss on their visit but you do non hold to run off them. The list has been started for you. Fill in the clean infinites with any other paperss. Precisely which paperss are included on your list will depend on your administration. It might include any of the followers: • wellness and safety policy and processs • equality and

diverseness policy • policy on confidentiality and information protection •  
policy on torment, intimidation and confidentiality direction.

Documents putting out relationship with employer Job description Grievance  
process Employee induction Contract of employment Apprenticeship  
Agreement

Where they are stored/how to access Company website/from HR page

two ) Why is it of import that you have access to up-to-date versions of these  
papers?

three ) What is the intent of the Apprenticeship Agreement?

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ERR/WorkSkills: Unit of measurement 3: 2. 1

Undertaking 4b Complete the undermentioned information about your  
function. My on the job hours are:

1

My topographic point of work is:

If I can non go to work I should:

If I am ill I should:

If I am still ill after ... . . yearss I should:

If I continue to be ill my employer will:

My ill wage entitlement is:

My notice period is:

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1

My provisional period stopping points for:

During probation. my notice period is:

BTEC: Unit of measurement 2: 1. 1. 1. 3 Unit 6: 2. 2 Diploma: Unit of  
measurement 2: 1. 2. 1. 3 ERR/WorkSkills Unit 3: 2. 5

Undertaking 4cComplete the undermentioned illustrations to demo how and  
when you have complied with policies and processs in your workplace: I ) To  
keep my organisation's good reput I have:

If I do non make this the effect is:

two ) To follow with my organisation's wellness and safety policy and  
process. I have:

If I do non follow the effect is:

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three ) To follow with my organisation's equality and diverseness policy and process. I have:

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If I do non follow the effect is:

1

four ) To follow with my organisation's con? dentiality and informations protection policy and process. I have:

If I do non follow the effect is:

V ) To follow with my organisation's policy on torment. intimidation and con? ict direction I have: If I do non follow the effect is:

six ) Ways in which I make certain that my personal attitudes or beliefs do nonimpact how I work with people utilizing my services or with my co-workers include: • Re? ecting on my ain work • • • •

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1

ERR/WorkSkills: Unit of measurement 3: 2. 4

Undertaking 4dl ) What personal information should you maintain up to day of the month with your employer? • Phone figure • • • • • two ) Why does your employer demand to hold this up-to-date information?

BTEC: Unit of measurement 6: 2. 1 Diploma: Unit of measurement 2: 1. 1

Unit 6: 2. 1 ERR/WorkSkills: Unit of measurement 3: 3. 1. 3. 2. 3. 3. 3. 4

Undertaking 4el ) What is your function? You need to demo that you understand what your occupation description means for you. Where there are occupation rubrics ( for illustration studies to ... . responsible for ... ) you need to name the names of the existent people. Where it lists your responsibilities. supply an illustration of what you should make. You can either compose the information on a transcript of your occupation description or finish the tabular array below.

The occupation description says. . .

What this means is. . .

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two ) How does your function aid to better the service provided for the people who use your administration?

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three ) Complete the spider diagram below to demo how your function links to the wider sector. An illustration is completed for you.

e. g. local mental wellness squad refer people to my Centre

My function. . .

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1Representative organic structure UNISON

four ) The tabular array below lists some of the representative organic structures in the wellness and societal attention sector. Complete the tabular array demoing their functions and duties. Role in the sector

Skills for Care and Development

British Association of Social Workers

Care Quality Commission

Condemnable Records Bureau

V ) Why is it of import that you do non transport out undertakings which are non portion of your ain occupation description?

ERR/WorkSkills: Unit of measurement 3: 2. 3

Undertaking 4f) What happens when things go incorrectly? Give an illustration of something that could be handled within the grievance process:

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two) Explain the grievance policy of your administration. Make a flow chart to demonstrate each measure of the procedure that should be taken. You may add more boxes if you wish.

1

ERR/WorkSkills: Unit of measurement 3: 2. 2

Undertaking 4g) Make you recognize where your money goes? Annotate one of your wage statements with an account of what each subdivision covers.

BTEC: Unit of measurement 5: 1. 1 Diploma: Unit of measurement 4: 1. 1

PLTS: IE1

Undertaking 5 Undertaking 5a) Duty of attention is an important thought when working in health and social care. Choose which of the statements below you think are true. 1 a) Duty of attention is a legal duty. B) Duty of attention is not a legal duty. 2 a) You are required to work in the best interests of the individual utilizing the service. B) You are required to work in the best interests of the service provider. 3 a) You must

transport out attention merely within the bounds of your function. B ) You must transport out any type of attention the single petitions.

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1

BTEC: Unit of measurement 5: 1. 2 Diploma: Unit of measurement 4: 1. 2

PLTS: IE2. IE6. EP3. EP4

Undertaking 5b Complete the spider diagram below demoing how responsibility of attention affects your ain function:

I am accountable for my determinations and actions

How responsibility of attention affects me

BTEC: Unit of measurement 5: 2. 1. 2. 2 Diploma: Unit of measurement 4: 2. 1. 2. 2

Undertaking 5cl ) Sometimes you will come across jobs where an individual's wants go against your responsibility of attention for them. For illustration. an person may desire to make something that could do them injury. Write down an illustration of when this has happened in your workplace.

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Remember that in order to run into confidentiality demands you must not include any information which will place persons.

1

two ) When you have a job like this, there are many topographic points you can travel for advice and support. List three of them below. 1. 2. 3.

ERR/WorkSkills: Unit of measurement 3: 5. 1. 5. 2. 5. 3. 5. 4

Undertaking 6l ) The wellness and societal attention sector is frequently in the intelligence. List three occasions when concerns have been raised about the sector. Check in newspapers or on the cyberspace. • • • two ) For one of your illustrations. ? It in the tabular array below demoing how three different people might experience about the event.

Management of the service involved

Relative of the individual involved

Person who works at the service involved ( for illustration attention worker )

three ) How do you believe negative coverage of the wellness and societal attention sector changes the positions of the populace about the sector?

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1

a ) Do they experience more or less positive about people who work in the sector?

B ) Are they happy with the service they or their relations are having?

four ) Have public concerns about the wellness and societal attention sector and the manner services are delivered made any alterations to your workplace?

BTEC: Unit of measurement 2: 1. 2. 2. 1. 3. 1. 3. 3 Diploma: Unit of measurement 2: 2. 1. 3. 1 PLTS: CT6. RL5. CT3

Undertaking 71 ) It is of import to see your personal development.

Throughout your Apprenticeship. your assessor and director will promote you to believe about or re? ect on what you do at work. How can re? ection aid you to develop your cognition and accomplishments?

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It is of import to see your personal development

1

two ) Describe a acquisition activity that improved your ain cognition. accomplishments and apprehension.

three ) What did you learn?

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1

four ) Where can you travel for support in your acquisition and development?

V ) This is a template for a Personal Development Plan. Below it are statements about what you should set in different subdivisions. Match each statement to the right subdivision of the program. Personal Development Plan 1. Review of strengths and failings relevant to current and future functions 2. Learning subject to be targeted in the program and how the acquisition will be used Name: 3. Knowledge to be learnt 4. Skills to be learnt and developed 5. Learning activities and dates 6. Appraisal and day of the months

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Insert the figure of the right subdivision of the program following to each description. This infinite should include a brief description of the country the individual will be seeking to develop and what difference the acquisition could do to their function. This infinite should include elaborate information

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about which skills the individual will develop. Aims should be SMART ( specific, measurable, achievable, realistic and time-bound ). This infinite should include a description of what the individual does good and where they do less good in the occupation. It should be based on grounds. It should place alterations in the occupation and possible alterations in calling and the relevant strengths and failings of the person. This infinite should include mark day of the months for accomplishment and infinite for the remarks of the individual and their director to measure the success of different aims. This infinite should include elaborate information about what knowledge the individual will derive. Aims should be SMART ( specific, measurable, achievable, realistic and time-bound ). This infinite should include a description of any learning activities the individual will make, what cognition and accomplishments they will derive and when the activities will take topographic point. You will necessitate to finish your aim personal development program. If your workplace does not hold its aim template, you may desire to utilize the one above. You should finish the program together with your director.

1

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1

BTEC: Unit of measurement 2: 3. 2. 3. 4 Diploma: Unit of measurement 2: 2. 2. 3. 2. 3. 3. 4. 1. 4. 4 WorkSkills: Unit of measurement 1: 2. 1. 2. 3 Unit 9: 1. 1. 1. 2. 2. 1. 2. 2. 2. 3. 2. 4. 2. 5 PLTS: EP4

Evidence Gathering In this activity you will place an country of your work that will capture grounds of how you operate as a squad leader. Your assessor will assist you to place suited points of grounds. You need to garner grounds of activity within countries of your work to show: that you can finish a personal development program and measure your ain cognition and accomplishments. Suggested grounds may include: • completed personal development program • diary or re? ective history of your ain acquisition • informant testimony from director about your engagement in the procedure of constructing a personal development program. Your assessor may wish to inquire you some follow-up inquiries on the personal development program procedure. These may include the undermentioned: • How should you hold a personal development program? • What are the bene? ts of a personal development program? • Why should you run into deadlines and be organised? • How has a acquisition activity improved your cognition. accomplishments and understanding? • What happens if you do non finish larning on clip?

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