

BTEC Level 2 Technical Certificate in Adult Care: Sample Delivery Plan

Introduction

This document is aimed at supporting tutors and those delivering BTEC Level 2 Technical qualifications from September 2017. Clear unit planning and understanding of key deadlines are essential for a successful delivery programme. We have therefore produced two sample delivery plans showing how the BTEC Level 2 Technical Diploma in Adult Care could be delivered over 12 or 6 months, highlighting assessment milestones and indicating where you can teach units holistically.

Overview of course delivery and assessment

The **BTEC Level 2 Technical Diploma in Adult Care** has 240 GLH and the TQT (total qualification time) is 500 hours. It consists of four mandatory units.

There is a mandatory requirement for a minimum of 200 hours of supervised work placement experience in addition to the total GLH.

Involving employers in the assessment/delivery

Employer involvement in the delivery and/or assessment of technical qualifications is essential. You will need to give evidence of how you have provided opportunities for all your learners to undertake meaningful activity involving employers. 'Meaningful activity' could include:

- structured work experience
- projects, exercises, tasks or assessments set with input from industry practitioners
- units with employer involvement, such as visits to industry and guest speakers
- industry practitioners operating as expert witnesses, contributing to the assessment of a learner's work.

For this qualification, employer involvement must be with employers from Adult Care and Domiciliary Care and with care givers for individuals with learning disabilities. Work placement is mandatory for all learners, and the following units have specified mandatory requirements for employer involvement either in the delivery or assessment:

- Unit 2: Communicate and Handle Information in Adult Care Settings
- Unit 4: Develop Professional Practice Skills for Work in Adult Care Settings.

Which unit is assessed externally?

Unit 1 is assessed externally. Assessment takes the form of an onscreen test, available on demand, with the first assessment in January 2018.

Internally assessed units

Units 2, 3 and 4 are assessed through assignments set and marked by the centre. The assessment allows learners to apply technical knowledge and demonstrate mastery of practical and technical skills through realistic tasks and activities.

Unit 4 provides the main synoptic assessment for this qualification. It is designed to take place during the work placement and draws on the learning throughout. The design of this assessment ensures that there is sufficient stretch and challenge, enabling the assessment of sector-related knowledge and technical and practical skills during the work placement period.

The synoptic assessment for this qualification is based on *Unit 4: Develop Professional Practice Skills for Work in Adult Care Settings* and takes the form of a vocational activity in which learners have to consider and select content that will enable them to apply their knowledge and skills from across the other units in an integrated way to a realistic work situation and the work placement.

Induction

Centres are encouraged to timetable a period of induction for learners at the start of the programme. This should include information on topics such as the structure of the units, how to use an assignment brief, the importance of command words, how to work to meet deadlines, the consequences of not meeting deadlines, how to reference work and the importance of evidence submitted for assessment being independently produced, valid and authentic. Centre policies on malpractice and plagiarism should be explained.

A variety of sample assessment materials are available on the Pearson website:

<https://qualifications.pearson.com/content/dam/pdf/BTEC%20Technicals/adult-care/2017/specification-and-sample-assessments/SAMs-U1-Principles-and-Practices-of-working-in-Adult-care-settings.pdf>

<http://qualifications.pearson.com/content/dam/pdf/BTEC%20Technicals/adult-care/2017/specification-and-sample-assessments/Placement-Experience-Assessment-Workbook.pdf>

The present document focuses on providing key dates to plan around and on examples of how your course delivery could be structured, set out in the sections below:

Section 1: Sample delivery plan – 12-month model

- A chart setting out key deliverables over a 12-month period (2 x 18-week semesters)
- Tables showing week-by-week delivery breakdown
- Rationale for the suggested plan

Section 2: Sample delivery plan – 6-month model

- A chart setting out key deliverables over a 6-month period (one semester with 2 x 12-week teaching blocks)
- Tables showing week-by-week delivery breakdown
- Rationale for the suggested plan

Further support can be found within the relevant specification on the Pearson website

(<http://qualifications.pearson.com/en/qualifications/btec-technicals/adult-care.coursematerials.html#filterQuery=category:Pearson-UK:Category%2FSpecification-and-sample-assessments>).

SECTION 1: Sample 12-month delivery plan

This plan shows how you could deliver the teaching and learning over two semesters (12 months). It is intended as guidance and is not the only possible model. You can adapt it to suit your local needs.

	SEMESTER 1		SEMESTER 2		TOTAL HOURS (GLH)		TOTAL HOURS (GLH IN CLASSROOM AND PLACEMENT)
	Unit no.	Classroom hours	Unit no.	Classroom hours	Classroom hours	Place ment	
	1 Principles & Practices of Working in Adult Care Settings	30	1 Principles & Practices of Working in Adult Care Settings	30	60		
	2 Communicate & Handle Information in Adult Care Settings	60	3 Contribute to Health, Safety & Safeguarding in Adult Care Settings	60	120		
	4 Develop Professional Practice Skills for Work in Adult Care Settings	30	4 Develop Professional Practice Skills for Work in Adult Care Settings	30	60		
	Work Experience	100	Work Experience	100		200	
	Total placement hours (GL and non-GL)	220	Total placement hours (GL and non-GL)	220			
	TOTAL HOURS PER SEMESTER	220		220			
	PER WEEK excl. placement (18-week semester)	6.6		6.6			
	PER WEEK incl. placement (18-week semester)	12.2		12.2			

Week-by-week breakdown over 12 months

Key

R	Revision for external assessment	LA	Learning aim
EXT	External assessment	WP	Work placement
SA	Summative assessment	IND	Induction

SEMESTER 1

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
Unit 1 (1.6 hours per week)	IND	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A
Unit 2 (3.3 hours per week)	IND	LA A	LA A	LA A	LA A	LA A	LA A SA	LA B	LA B
Unit 4 (1.6 hours per week)	IND	LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA A
Work Placement (5.6 hours per week)	IND	IND	IND	WP	WP	WP	WP	WP	WP

SEMESTER 1 (CONT.)

	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18
Unit 1 (1.6 hours per week)	LA A	LA B	LA B	LA B	LA B	LA B	LA B	LA B	LA B
Unit 2 (3.3 hours per week)	LA B	LA B	LA B SA	LA C	LA C	LA C	LA C	LA C	LA C SA
Unit 4 (1.6 hours per week)	LA A	LA A	LA A SA	LA B	LA B	LA B	LA B	LA B	LA B
Work Placement (5.6 hours per week)	WP	WP	WP	WP	WP	WP	WP	WP	WP

Key

R	Revision for external assessment	LA	Learning aim
EXT	External assessment	WP	Work placement
SA	Summative assessment	IND	Induction

SEMESTER 2

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
Unit 1 (1.6 hours per week)	Progress Review	LA B	LA B	LA B	LA B	LA B	LA B	LA C	LA C
Unit 3 (3.3 hours per week)	Progress Review	LA A	LA A	LA A	LA A	LA A	LA A & SA	LA B	LA B
Unit 4 (1.6 hours per week)	Progress Review	LA B	LA B	LA B	LA B	LA B	LA B & SA	LA C	LA C
Work Placement (5.6 hours per week)	Progress Review	WP	WP	WP	WP	WP	WP	WP	WP

SEMESTER 2 (CONT.)

	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18
Unit 1 (1.6 hours per week)	LA C	LA D	LA D	LA D	LA D	LA D	Review	R	EXT
Unit 3 (3.3 hours per week)	LA B	LA B	LA B	LA B & SA	LA C	LA C	LA C	Review	LA C & SA
Unit 4 (1.6 hours per week)	LA C	LA C	LA C	LA C	LA C	LA C	LA C	Review	LA C & SA
Work Placement (5.6 hours per week)	WP	WP	WP	WP	WP	WP	WP	WP	WP

Sample 12-month plan – rationale

Suggestions for which units to teach in Semester 1

This sample is to teach the programme in one 12-month academic year of 36 weeks. The programme can be taught in two 18-week semesters; a week at the start of the first semester has been allowed for induction and another week at the start of the second semester for progress review and unit introduction. Time has been allowed for the summative assessment in the internal units and for revision in the external unit, in addition to the revision that learners should undertake in their self-study time. This takes the teaching time for each semester to 14–16 weeks.

In the first semester, it is advised that Units 1, 2 and 4 are taught.

- Unit 1 is an externally assessed and technically demanding unit. Therefore, it is suggested that the delivery of this unit is spread across the duration of the programme, ensuring a sound knowledge is secured prior to learners taking the external onscreen assessment. The preparation for this assessment is built into the non-GLH suggested for this unit, to ensure learners make full use of their tutor in GLH and are therefore fully prepared for the external assessment.
- Unit 2 is an internally assessed unit, but some of the knowledge and understanding covered in Units 1, 3 and 4 will be developed and built upon in this unit.
- Unit 4 is the synoptic unit that is assessed internally. Therefore, it is suggested that the delivery of this unit is spread across the duration of the programme, ensuring a sound knowledge is secured to prepare learners for the production of their portfolio of evidence.

Suggestions for which units to teach in Semester 2

In the second semester, we suggest Units 1, 3 and 4 should be taught. Some of the knowledge and understanding from previous units will be built upon in Units 1 and 4, and the knowledge from the units completed in the first semester will be utilised while undertaking work placement.

- Delivery of Unit 1 has been spread across both the first and second semesters, to ensure that learners have secured the knowledge and understanding to allow them to take the external assessment. The preparation for this assessment is built into the non-GLH suggested for this unit, where learners will complete homework tasks working through the SAMs and quizzes on the virtual learning environment (VLE), in order to fully prepare them for the onscreen assessment.
- Unit 3 is an internally assessed unit. The unit content will be covered so that learners have the knowledge and understanding and are fully aware of responsible behaviour.
- Unit 4 is the synoptic unit that is assessed internally. Therefore, it is suggested that the delivery of this unit is spread across the duration of the programme, ensuring a sound knowledge is secured to prepare learners for production of their portfolio of evidence.

SECTION 2: Sample 6-month delivery plan

This plan shows how you could deliver the teaching, learning and assessment over one semester consisting of two 12-week blocks. It is intended as guidance and is not the only possible model. You can adapt it to suit your local needs.

	BLOCK 1: Weeks 1–12		BLOCK 2: Weeks 13–24		TOTAL HOURS (GLH)		TOTAL HOURS (GLH CLASSROOM AND PLACEMENT)
	Unit no.	Classroom hours	Unit no.	Classroom hours	Classroom hours	Placement	
	Unit 1 (2.5 hours. per week)	30	Unit 1 (2.5 hours. per week)	30	60		
	Unit 3 (5 hours. per week)	60	Unit 2 (5 hours. per week)	60	120		
	Unit 4 (2.5 hours. per week)	30	Unit 4 (2.5 hours. per week)	30	60		
	Work Experience	100	Work Experience	100		200	
	Total placement hours (GL and non-GL)	220	Total placement hours (GL and non-GL)	220			
	TOTAL HOURS PER TEACHING BLOCK	220		220			
	PER WEEK excl. placement (12-week block)	10		10			
	PER WEEK incl. placement (12-week block)	18.33		18.33			

Week-by-week breakdown over 6 months

Key

R	Revision for external assessment	LA	Learning aim
EXT	External assessment	WP	Work placement
SA	Summative assessment	IND	Induction

BLOCK 1

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Unit 1	IND & LA A	LA A	LA A	LA A	LA A	LA A	LA A	LA B	LA B	LA B	LA B	LA B
Unit 3	IND & LA A	LA A	LA A	LA A & SA	LA B	LA B	Progress review LA B	LA B & SA	LA C	LA C	LA C	LA C & SA
Unit 4	IND & LA A	LA A	LA A	LA A	LA A	LA A	LA A & SA	LA B	LA B	LA B	LA B	LA B
Work Placement	IND	IND	IND	WP	WP	WP	WP	WP	WP	WP	WP	WP

BLOCK 2

	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24
Unit 1	LA B	LA B	LA B	Progress review LA C	LA C	LA D	LA D	LA D	LA D	LA D	R	EXT
Unit 2	IND & LA A	LA A	LA A	LA A & SA	LA B	LA B	LA B	LA B & SA	LA C	LA C	LA C	LA C & SA
Unit 4	Progress review LA B	LA B	LA B	LA B	LA B & SA	LA C	LA C	LA C	LA C	LA C	LA C	LA C & SA
Work Placement	WP	WP	WP	WP	WP	WP	WP	WP	WP	WP	WP	WP

Sample 6-month plan – rationale

Suggestions for which units to teach in Block 1

This sample is to teach the programme in one 6-month period of 24 weeks. The programme can be taught in two 12-week blocks; a week at the start of the first block has been allowed for induction. Time has been allowed for summative assessment in the internal units and revision in the external unit, where it has not been suggested to take place in the non-GLH, taking the teaching time for each block to 9–11 weeks.

In the first block, we suggest Units 1, 3 and 4 should be taught.

- Unit 1 is an externally assessed and technically demanding unit. Therefore, it is suggested that the delivery of this unit is spread across the duration of the programme, ensuring a sound knowledge is secured prior to learners taking the external onscreen assessment. The preparation for this assessment is built into the non-GLH suggested for this unit, to ensure learners make full use of their tutor in GLH and are therefore fully prepared for the external assessment.
- Unit 3 is an internally assessed unit. The unit content will be covered so that learners have the knowledge and understanding and are fully aware of responsible behaviour.
- Unit 4 is the synoptic unit that is assessed internally. Therefore, it is suggested that the delivery of this unit is spread across the duration of the programme, ensuring a sound knowledge is secured to prepare learners for production of their portfolio of evidence.

Suggestions for which units to teach in Block 2

In the second block, we suggest Units 1, 2 and 4 should be taught. Some of the knowledge and understanding from previous units will be built upon in Unit 2. The knowledge from the units completed in the first block will be utilised while undertaking work placement.

- Delivery of Unit 1 has been spread across both the first and second blocks, to ensure that learners have secured the knowledge and understanding to allow them to take the external assessment. The preparation for this assessment is built into the non-GLH suggested for this unit, where learners will complete homework tasks working through the SAMs and quizzes on the virtual learning environment (VLE), in order to fully prepare them for the onscreen assessment.
- Unit 2 is an internally assessed unit, but some of the knowledge and understanding covered in Units 1, 3 and 4 will be developed and built upon in this unit.
- Unit 4 is the synoptic unit that is assessed internally. Therefore, it is suggested that the delivery of this unit is spread across the duration of the programme, ensuring a sound knowledge is secured to prepare learners for production of their portfolio of evidence.