

L4 Certificate In Education & Training Induction

Harvard
Referencing
February 2020

<https://www.youtube.com/watch?v=RcbiGsDMmCM>



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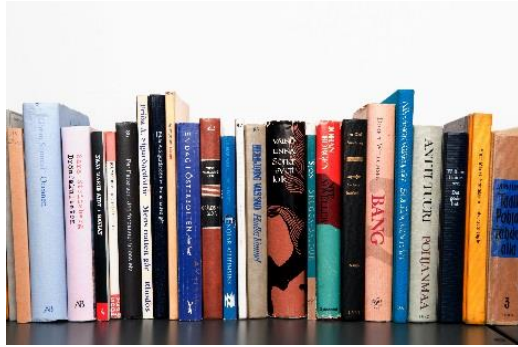


AIM: To enhance academic research, assignment writing and referencing skills.

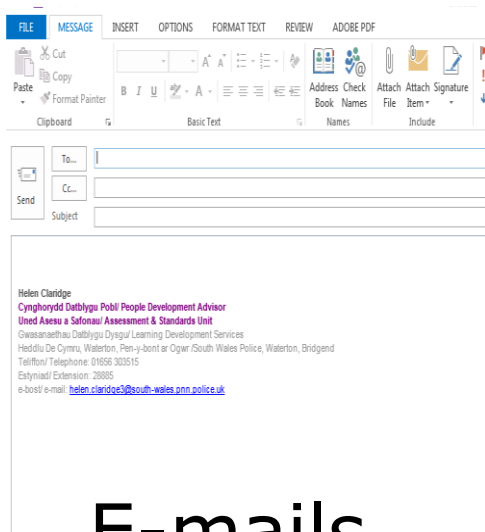
OBJECTIVES:

- **Identify** different forms of plagiarism
- **Identify** a citation
- **Write** a full book reference
- **Apply** Harvard Reference techniques





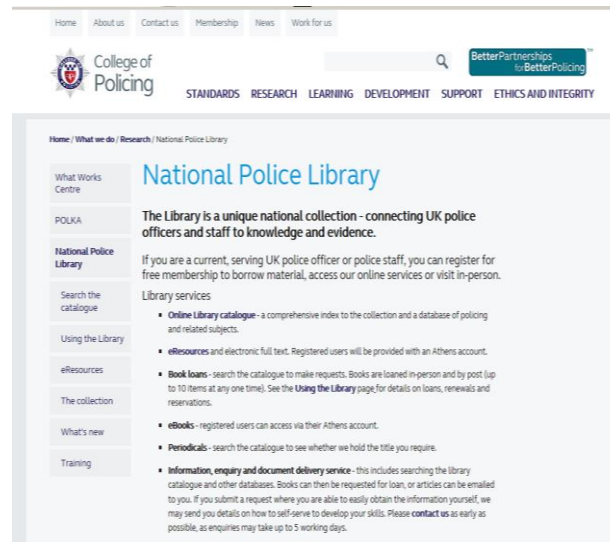
Books



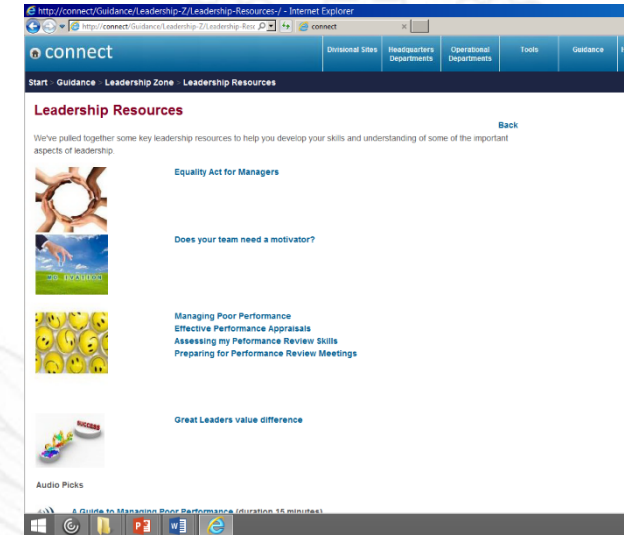
E-mails



Journals/ Online Journals



E-books



Internal Policies/ Articles



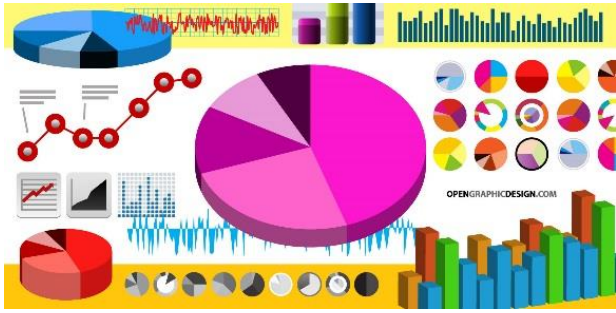
Websites



What sources may you gather information from?



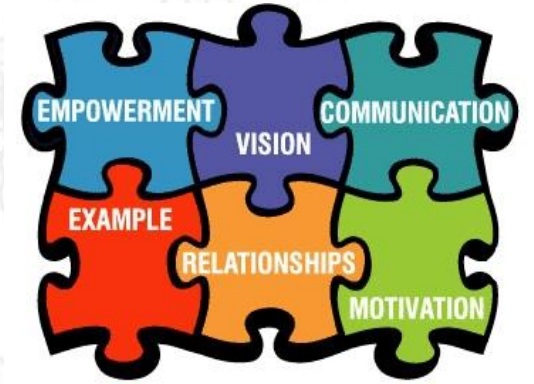
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Diagrams/
Graphs

Measures	Sept 14	Oct 14	Nov 14	Dec 14	Projected 2014-15
Violence with Injury - domestic related	282	278	259		3,418
Violence with Injury - non-domestic	617	534	558		6,787
Robbery	24	40	34		375
Burglary Dwelling	337	324	333		3,791
Theft of Motor Vehicle	170	170	173		1,870
Theft From Motor Vehicle	542	549	575		6,280
Criminal Damage	1,186	1,165	1,131		13,605
Hate Crime	137	133	128		1,541
Other Theft	2,229	2,247	2,074		26,020
Shoplifting	709	756	726		9,135
Bicycle theft	286	213	158		2,101
Perception that local crime levels have increased in the past 12 months	N/A	N/A	N/A		N/A
Crime outcome rate	28.9%	28.9%	28.7%		27.8%
Violence with Injury	44.7%	48.2%	50.7%		48.8%
Violence with Injury - domestic related	53.2%	50.0%	53.7%		55.5%
Violence with Injury - non-domestic	40.8%	47.2%	49.3%		45.5%
Robbery	55.1%	52.5%	52.9%		44.7%

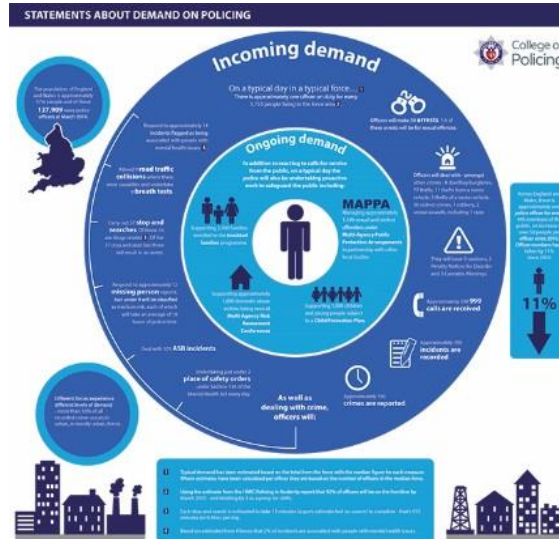
Statistics



The Leadership Jigsaw



Other peoples
ideas/ theories



Models

Images



Quotation

What needs to be referenced?



The citation appears in the main text of your essay. It is needed whenever you use a quote, or incorporate an idea that you have picked up from another source.



Where does a citation appear?



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attitudes.”

Using this definition and the themes that Gilbert & Whittleworth identify, it is possible to identify many benefits to coaching as a concept used in Human Resource (HR) development. For example, coaching concentrates on issues that are real, in the workplace, and person's personal life. Given the opportunity to explore both these areas, an individual is more likely to address their issues as a whole. This 'humanistic' viewpoint is detailed by Brockbank & McGill (2006, p.21), *“A person is a whole person, not just the part that is doing the job.”* Therefore, by addressing the 'whole', there is more chance in affecting attitude and behaviour, rather than seeing issues as part of a 'job role' or expectation.

Coaching is a tool that focuses on reflective thinking and learning. The coachee will develop increased self-awareness and/or understanding of their behaviours through this self-reflection over the coaching programme. This allows the coachee to take full personal responsibility for their personal development and changes that they may need to make regarding these behaviours.

As a by-product of the benefits to developing individuals, a coachee's self-confidence is increased. A coachee now has a personal connection to the issue, has ownership of choices, understands their behaviour and therefore, has more confidence in implementing actions that they themselves identify.

Coaching can be used to improve performance of the individual in a number of ways;

- A results focussed process will always initiate an action to change or improve upon.
- The coachee explores barriers in their performance and looks at ways of



What does a citation look like?



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Identify surname(s) of author(s) and the publication date. Include page numbers if you are citing **direct quotes** from a **text source** e.g.

It has been suggested that *“the hidden curriculum is an important aspect of learning in the school.”* **(Smith, 2005, p.34)**

Or

As Smith **(2005, p.34)** has suggested *“the hidden curriculum is an important aspect of learning in the school”* and this is evident within reflecting on my lesson delivery.



How do I cite a source?



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The reference list will appear at the end of an assignment, giving full details of sources cited within the essay.



THE
LIST



Where does a Reference List appear?



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References

Brockbank, A. & McGill, I. (2006) *'Facilitating Reflective Learning Through Mentoring & Coaching'*; London: Koran Page.

Chartered Institute for Professional Development (CIPD) (2014) *'Coaching and Mentoring' Factsheet* (online). Available at: <http://www.cipd.co.uk/hr-resources/factsheets/coaching-mentoring.aspx> [Accessed 18/09/15]

Gilbert, A. & Whittleworth, K. (2009) *'The OSCAR Coaching Model – Simplifying Workplace Coaching'*. Monmouth: Worth Consulting Ltd

Inflection Points (2010) *'Team Learning'* (online). Available at: http://www.inflectionpoints.com/Team_Learning.htm [Accessed 21/11/2015]

Leckie, S. (2011) *'Should Managers be Coaching?'* (online). Available at: <http://www.trainingzone.co.uk/community/blogs/Isn/should-managers-be-coaching> [Accessed 04/01/2016]

Management Mentors (2009) *'Business Mentoring Matters' "Should A Manager Also Act As A Mentor?"* (online). Available at: <http://www.management-mentors.com/about/corporate-mentoring-matters-blog/bid/26711/Should-A-Manager-Also-Act-As-A-Mentor> [Accessed 04/01/2015]

Rock, D. & Donde, R. (2008) *'Driving Organizational Change with Internal Coaching Programmes'* (online). Available at: http://www.davidrock.net/files/Driving_Organisational_Change_with_Internal_Coaching_Programs.pdf [Accessed 18/09/15]



What does a reference list look like?



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Books:

**Surname, Initial. (year) *Title*. Place of Publication:
Publisher.** e.g.

Brown, B. (2009) *How to write better essays*. Basingstoke:
Palgrave.

Books with later editions:

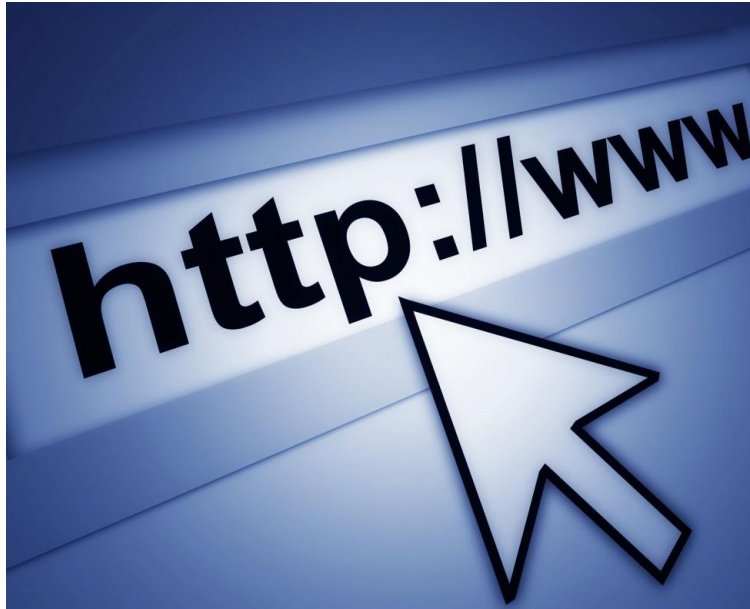
e.g.

Banks, S. (2006) *Ethics and values in social work* 3rd edn.
Basingstoke: Palgrave.

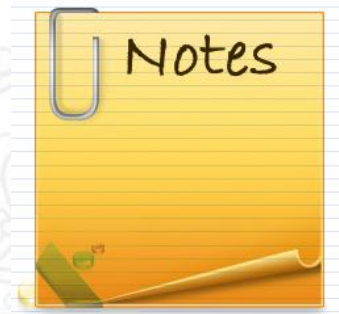


Website:

National Literacy Trust (2011) *Policy*. Available at:
<http://www.literacytrust.org.uk/policy> [Accessed 7 June 2011]



1. **Make sure you record the source when taking notes.** When taking notes make it clear if you are copying directly, paraphrasing or summarising.



2. **Always make notes in your own words** – avoid cutting and pasting!



3. **Be prepared to research**- e.g. a learning theory to back up your opinion/theory.



4. **Use the Harvard Referencing Quick Guide** – and follow the format!



Tips!



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Trying to avoid plagiarism as a student like



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