

MODULE DIRECTORY

CERTHE SKILLS FOR THE WORKPLACE (HEALTH AND SOCIAL CARE)

LEVEL 4

ACADEMIC DISCIPLINE OF BIRMINGHAM AND LONDON CAMPUSES

INSTITUTE OF INNER CITY LEARNING

2026-2027

CONTENTS PAGE

Page No

INTRODUCTION.....	1
MODULES	2
LCHS4001.....	2
LCHS4003.....	6
LCHS4007.....	10
LCHS4008.....	14
LCHS4009.....	18
LCHS4010.....	22

INTRODUCTION

This Module Directory includes all the modules for Level 4 within the Institute of Inner City Learning in the academic year 2026-2027.

This directory accompanies the Programme of Study Handbook, which will provide you with details of which modules you will be studying for your programme this year in the 'Programme of Study' section. This directory may include modules that are running on other programmes of study within your School/Faculty. If you require assistance in identifying the modules for your programme of study, please contact the Programme Manager (whose name and contact details are provided in the accompanying Programme of Study Handbook), or the relevant Faculty Office.

The University has made every effort to make the information as full and as accurate as possible, but you should note that minor changes in the organisation of modules between the planning stage and the actual teaching are inevitable. We shall try to keep any such changes to a minimum, and you will receive plenty of advance warning in the event of any alteration. We would also be grateful if you would let us know about any changes that you think might be helpful if introduced into future handbooks.

MODULES

Module Code	LCHS4001
Title	Academic and Employability Skills
Date	17/02/2022
Level	4
Credits	20
Pre-Requisites	N/A

AIM(S)

- To provide the student with the underlying study/research strategies and software skills to facilitate effective study in Higher Education.
- To enable the student to take responsibility for their own learning.
- To enable the student to gain confidence and competence as an effective employee by developing a range of employability skills such as reflection, time management and presentation skills

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- Analyse published literature relating to a specific topic or subject area and produce a fully referenced, appropriately structured academic report;
- Reflect on their learning using recognised models of reflection;
- Research and present their findings in a variety of formats on a range of employability skills and collect and analyse feedback on their delivery.

INDICATIVE CONTENT

- Using word-processing and presentation software Identifying skills (e.g. self- evaluation, skills needed for higher education, transferable/employment skills).
- Organising study (e.g. time management, organising space and resources)
- Gathering relevant information (e.g. effective note taking, using the library and the internet, reflecting on experience)
- Analysing literature, researching, and presenting findings.
- Communicating and presenting information (e.g. presentation techniques, styles)

- Developing an appropriate writing style (e.g. planning and structuring essays and reports, linking ideas together, using facts, opinions or arguments, analytical thinking etc.)
- Understanding and applying a referencing convention (e.g. the Harvard System)
- Making use of digital technologies to support learning

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0%
TOTAL	200	100%

ASSESSMENT

Assessment Component 1

(Tick one)

☐ Written exam
 ☒ Coursework
 ☐ Practical

Mode of assessment	Volume	Weighting
Practical portfolio of work (which may include: evidence generated during classroom activities / reflective reports / structured academic reports / case study analysis / abstracts etc.)	3000 words or equivalent	100%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	100%
Practical	0%
TOTAL	100%

READING LIST

Module Code	LCHS4001	
Module Title	Academic and Employability Skills	
Classification	Reading List entry	Electronic *
Essential	Maund, A. Schriek, M. and Tinkler, P. (2017). Certificate in Higher Education: Skills for the Workplace Student Yearbook. Sage Publications.	☐
Essential	Morgan, P. (2016). The Business Student's Guide to Study and Employability. Sage Publications	☐
Further	Cottrell, S. (2008) The Study Skills Handbook 3rd edition. Hampshire: Palgrave MacMillan.	☒
Further	Cottrell, S. (2010) Skills for Success: Personal Development and Employability (Palgrave Study Skills) Hampshire: Palgrave MacMillan.	☐
Further	Cottrell, S. (2010) Skills for Success: The Personal Development Planning Handbook (2nd edition). Hampshire: Palgrave MacMillan	☐
Further	Cottrell, S. (2011) Critical thinking skills: Developing effective analysis and argument (Palgrave study skills). 2nd edn. Basingstoke: Palgrave Macmillan .	☐
Further	Gibbs, G. (1988) Learning by doing: A guide to teaching and learning methods. London: FEU.	☐
Further	Greetham, B. (2013) How to write better essays. Basingstoke: Palgrave Macmillan.	☐

Further	Mackevic, V. (2014) From confusion to conclusion. How to write a First-Class essay..2nd edition. Edited by Tom Wild. United States: Createspace.	☐
---------	--	--------------------------

Further	McMillan, K. and Weyers, J. (2006) The smarter student: Skills and strategies for success at university, London: Prentice Hall.	☐
Further	OpenLearn. (2016) Skills for study [online] available at http://www.open.edu/openlearn/skills-for-study	☒
Further	Pears, R. and Shields, G. (2010) Cite them right: The essential referencing guide. 8th edn. Basingstoke: Palgrave Macmillan	☐
Further	Van Emden, J. and Becker, L. (2010) Presentation skills for students. 2nd edn. United Kingdom: Palgrave Macmillan.	☐
Further	Williams, K. (2014) Getting critical. United Kingdom: Palgrave Macmillan.	☐
Further	Wilson, E A and Bedford, D (2009) Study Skills for Part-time Students Harlow: Pearson	☐
Further	Wilson, J. (2013) Essentials of Business Research: A Guide to Doing Your Research Project, Sage: London	☐

Module Code	LCHS4003
Title	Introduction to Health and Social Care
Date	17/02/2022
Level	4
Credits	20
Pre-Requisites	N/A

AIM(S)

- To develop an understanding of the health and social care sector in the UK.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- Explain the health and social care system in the UK, its origin, and different challenges facing by the system
- Explain the importance of partnership working, effective communication, and record-keeping in health and social care
- Describe the important legislation and policies of health and social care

INDICATIVE CONTENT

- Understanding the origins of health and social care
- Understanding the healthcare and social care system in the UK and different challenges facing by the health and social care system
- Introduction to different regulatory bodies Eg: Care quality commission, Health and Safety Executive, Department of Health and Social Care, NICE
- Exploring the different services available for people in need Eg: Services for older people, services for people with disabilities, services for people with dementia, services for people with learning difficulties
- Importance of partnership working in health and social care
- Importance of effective communication in health and social care
- Importance of record-keeping, confidentiality, and data protection in health and social care
- Promoting equality and diversity in health and social care

- Exploring important legislations and policies of health and social care Eg: Care Act 2014, Health and social care Act 2012, Health and social care integration policy
- Exploring the role of technology in health and social care
- The future of health and social care services

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	40	20
Independent learning	160	80
Placement learning	0	0
TOTAL	200	100%

ASSESSMENT

Assessment Component 1

(Tick one)

☐ Written exam ☒ Coursework ☐ Practical

Mode of assessment	Volume	Weighting
Portfolio	1500 words	50%

Assessment Component 2

(Tick one)

☐ Written exam ☒ Coursework ☐ Practical

Mode of assessment	Volume	Weighting
Written assignment	1500 words	50%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	100%
Practical	0%
TOTAL	100%

INDICATIVE READING LIST

Module Code	LCHS4003	
Module Title	Introduction to Health and Social Care	
Classification	Reading List entry	Electronic*
Essential	Glasby, J. (2017) Understanding health and social care (3 rd edition) Bristol: The Policy Press	☐
Essential	Glasby, J. & Dickinson, H. (2014) Partnership working in health and social care: what is integrated care and how can we deliver it? Bristol: The Policy Press	☒
Essential	Barnard, A. (2017) Key themes in health and social care: a companion to learning (3 rd edition) Newyork: Taylor and Francis	☐
Further	Brotherton, G and , S (2013) Your Foundation in Health & Social Care. London: SAGE Publications Ltd.	☒
Further	Chambers, D. , Cantrell, A. and Booth, A. (2021) Rapid evidence review : challenges to implementing digital and data-driven technologies in health and social care. Report. The University of Sheffield , Sheffield.	☒
Further	World Health Organisation (2016). From Innovation to Implementation - EHealth in the WHO European Region. Philippines: WHO Regional Office for Europe.	☐
Further	Gault, Iris et al. (2016) Communication in Nursing and Healthcare, London: SAGE Publications.	☐

Further	Edwards, D.J. & Best, S. (2020) The textbook of health and social care. London : SAGE Publications	☐
Further	Journal of health and social care in the community	☒
Further	Journal of health	☒
Further	Journal of Health and Social Care Improvement	☒
Further	www.hse.gov.uk	☒
Further	Legislation.gov.uk	☒
Further	https://www.cqc.org.uk/	☒
Further	www.nhs.uk	☒
Further	www.nice.org.uk	☒
Further	Department of Health and Social Care - GOV.UK (www.gov.uk)	☒

Module Code	LCHS4007
Title	Digital Skills and Research Methods
Date	17/02/2022
Level	4
Credits	20
Pre-Requisites	N/A

AIM(S)

- To improve the student's digital skills within the workplace.
- To develop awareness of the importance of effective analysis of information and its translation into knowledge

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- evaluate the appropriate use of contemporary technologies to improve workplace efficiency and employability;
- identify and effectively evaluate a range of information sources;
- show competence in workplace data handling.

INDICATIVE CONTENT

- Examine modern workplace communications systems, including email and social networking.
- Explore the use of web-based and mobile applications within the workplace.
- Develop awareness of legal, ethical and security issues, including the ethical implications of gathering information within the context of data protection.
- Understand Prof Russell Ackoff's definitions of data, information, knowledge, understanding and wisdom.
- Explore potential sources of information to solve workplace problems.
- Understand the ways in which numeracy, knowledge and reasoning are integral to most employment areas, including an appreciation of the use of basic statistics in the interpretation and analysis of data.
- Become competent in basic numerical handling and the efficient organisation and management of files and folders.

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0%
TOTAL	200	100%

ASSESSMENT

Assessment Component 1

(Tick one)

☐ Written exam ☐ Coursework ☒ Practical

Mode of assessment	Volume	Weighting
Group presentation (e.g. to evaluate the appropriate use of contemporary technologies to improve workplace efficiency and employability)	5 minutes per student	50%

Assessment Component 2

(Tick one)

☐ Written exam ☐ Coursework ☒ Practical

Mode of assessment	Volume	Weighting
Research report on practical activities, drawing together activities conducted both in and outside of the classroom (such as in- class development of a questionnaire, secondary and primary data gathering, production of statistics/graphs)	1500 words or equivalent	50%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	0%
Practical	100%
TOTAL	100%

INDICATIVE READING LIST

Module Code	LCHS4007	
Module Title	Digital Skills and Research Methods	
Classification	Reading List entry	Electronic*
Essential	Maund, A. Schriek, M. and Tinkler, P. (2017). Certificate in Higher Education: Skills for the Workplace Student Yearbook. Sage Publications	☐
Essential	Morgan, P. (2016). The Business Student's Guide to Study and Employability. Sage Publications	☐
Further	Beckingham, S. (2014) Why you need a professional online presence. [online] Available at: http://www.slideshare.net/suebeckingham/why-you-need-a-professional-online-presence-and-how-to-do-it-rscon5 .	☒
Further	Bell, J. (2005) Doing your research project: A guide for first-time researchers in social science, education and health. 4th edn. Maidenhead, England: Open University Press.	☐
Further	Cottrell, S. (2011) Critical thinking skills: Developing effective analysis and argument (Palgrave study skills). 2nd edn. Basingstoke: Palgrave Macmillan.	☐
Further	Emory, C.W. and Cooper, D.R. (1991) Business research methods. 4th edn. United States: Irwin Professional Publishing.	☐
Further	Hoechsmann, M. (2012) Media literacies: a critical introduction. Malden, MA., Wiley- Blackwell.	☐

Further	MathsIsFun (2016) Data, probability and statistics. [online] Available at https://www.mathsisfun.com/data/index.html	☒
Further	Poynter, R. (2010) The handbook of online and social media research: Tools and techniques for market researchers. United Kingdom: Wiley.	☐
Further	Sheffield Hallam University. (2014) Social Media and Employability. [online] Available at: https://sites.google.com/a/my.shu.ac.uk/shusome/employability	☒

Module Code	LCHS4008
Title	Introduction to Public Health
Date	17/02/2022
Level	4
Credits	20
Pre-Requisites	N/A

AIM(S)

- To raise learners' awareness and critical evaluation of factors influencing public health and the different approaches taken to reduce incidence of disease and illness in communities.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- Understand different approaches and strategies used to measure, monitor and control the incidence of disease in communities
- Investigate the implications of illness and disease in communities for the provision of health and social care services
- Understand the factors influencing the health and wellbeing of individuals in health or social care settings.

INDICATIVE CONTENT

- Roles of different agencies: local, national, international agencies e.g. local authorities, health boards, government, EU, WHO, voluntary organisations
- Epidemiology: incidence (geographical distribution, incidence rates, trends), vulnerable groups, causes, spread and controls
- Infectious disease: one of: influenza, food/water borne infections, HIV/AIDS, a childhood illness, tuberculosis, MRSA, Covid-19
- Monitoring and controlling infectious diseases

- non-infectious disease: one of: malignant disease, cardiovascular diseases, obesity, asthma, dementia
- Activity to encourage behavior change: education, physical exercise, fumes, consultation, exercises (e.g. focus group), input from specialists, etc.
- Determinants of health and disease
- Priorities and approaches: prevention, treatment, safeguarding, palliative care, remedial care
- Lifestyle choices: diet, exercise, substance use, work culture, relaxation.
- Priorities: e.g. safety and security, mobility, diet, hygiene, intellectual, social, emotional needs
- Strategies, systems and policies: organisation of service provision, quality of provision, choices, complaints policies, partnerships, involvement of friends and family etc.

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0
TOTAL	200	100%

ASSESSMENT

Assessment Component 1

(Tick one)

☐ Written exam ☐ Coursework ☒ Practical

Mode of assessment	Volume	Weighting
Event Discussion (Group)	5 minutes per student	50%

Assessment Component 2

(Tick one)

☐ Written exam ☒ Coursework ☐ Practical

Mode of assessment	Volume	Weighting
Written Assignment	1500 words	50%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	50%
Practical	50%
TOTAL	100%

INDICATIVE READING LIST

Module Code	LCHS4008	
Module Title	Introduction to Public Health	
Classification	Reading List entry	Electronic *
Essential	Schreider, M.J. (2013) <u>Introduction to Public Health</u> (4 th Edition) Burlington MA: Jones and Bartlett Learning	☐
Essential	An introduction to public health and epidemiology Nigel Unwin 1958-; Tanja Pless-Mulloli; Susan Carr 1959- 2nd ed.; 2007; Open University Press	☐
Essential	Jones, I. & Douglas, J. (Eds) (2012) <u>Public Health: Building Innovative Practice</u> , London: Sage	☐
Further	Carrerio, I. & Howard, N. (2011) <u>Introduction to Epidemiology</u> (2 nd Edition). Maidenhead: OU	☐
Further	Farmer, P., Basilio, M. Klienman, A. & Kim, J.Y. (2013) <u>Reimagining Global Health: An Introduction</u> ,	☐

	California: University of California Press	
Further	Douglas,J., Eagles., Handsley, S., Jones, L., Lloyd, C.E. & Spurr, S. (2010) <u>A reader in Promoting Public health; Challenge and Controversy</u> (2 nd Edition), Milton Keynes: Open University	☐
Further	www.cieh.org.uk Chartered Institute of Public Health	☒
Further	www.doh.gov.uk UK Department of Health	☒
Further	www.doh.gov.uk/cmo Chief Medical Officer's website	☒
Further	www.europa.eu.int European Union website	☒
Further	www.fphm.org.uk Faculty of Public Health	☒
Further	www.hda-online.org.uk Health Development Agency	☒
Further	www.hpa.org.uk Health Protection Agency	☒
Further	www.nhs.uk Main NHS website	☒
Further	www.statistics.gov.uk National Statistics Online	☒
Further	www.who.int World Health Organisation	☒
Further	https://www.gov.uk/government/organisations/public-health-england Public Health England	☒
Further	https://www.rsph.org.uk/ Royal Society for Public Health	☒
Further	Journal of the Chartered Institute of Environmental Health Journal of the Royal Institute for the Promotion of Health	☒
Further	The New scientist	☒
Further	Journal of community Nursing	☒

Module Code	LCHS4009
Title	Professional Development within Health and Social Care
Date	17/02/2022
Level	4
Credits	20
Pre-Requisites	

AIM(S)

- To introduce students to strategies for personal reflection and career development planning within health and social care.
- To gain confidence and competence as effective health and social care employee and practitioner.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- Understand the skills and knowledge needed for working effectively within health and social care.
- Demonstrate readiness for employability and personal advancement through an understanding of personal strengths and areas for further development.
- Establish health and social care employment goals and develop a personal action plan.

INDICATIVE CONTENT

- Concepts of self-awareness, emotional intelligence and the various approaches to self-assessment and learning.
- Understanding personal learning preferences.
- An analysis of personal strengths, weaknesses, and tools to support professional development planning and annual appraisal systems.
- Ideas relating to the concept of personal confidence, study and thinking independently.
- Strategies for exploring employment options acquiring, selecting, and collating information from a range of health and social care sources.

- Techniques for record keeping and the handing over of important clinical and social care information in a clear, coherent, and logical manner.
- An examination of effective systems, such as rotas, health and safety regulations and whistle blowing within health and social care organizations.
- An introduction to strategies for career advancement within health and social care: staff recruitment, job evaluation, person specifications, job specifications, interviewing, induction, mentoring, and retention issues.
- Development of students' confidence and readiness for employability such as responsibility and accountability; interpersonal relationships; effective means for communication and reliability.
- Identify good practice relating to respect, effective communication and partnerships in the health and social care workplace.

LEARNING AND TEACHING STRATEGY

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0
TOTAL	200	100%

ASSESSMENT

Assessment Component 1

(Tick one)

☐ Written exam ☐ Coursework ☒ Practical

Mode of assessment	Volume	Weighting
Individual Presentation	6 minutes	30%

Assessment Component 2

(Tick one)

☐ Written exam ☒ Coursework ☐ Practical

Mode of assessment	Volume	Weighting
Online Portfolio	2000 words	70%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	70%
Practical	30%
TOTAL	100%

INDICATIVE READING LIST

Module Code	LCHS4009	
Module Title	Professional Development within Health and Social Care	
Classification	Reading List entry	Electronic*
Essential	Bardard, A. (2017) Developing Professional Practice in Health and Social Care (1 st edition). London: Routledge.	☐
Essential	Cottrell, S. (2015) Skills for Success: Personal Development and Employability – Macmillan Study Skills (3rd edition). Hampshire: Palgrave MacMillan.	☐
Essential	Alsop, A. (2013) Continuing Professional Development in Health and Social Care: Strategies for Lifelong learning (2 nd edition). UK: Wiley-Blackwell.	☐
Further	Health Careers (2021) Continuing professional development (CPD). [online] https://www.healthcareers.nhs.uk/career-planning/developing-your-health-career/continuing-professional-development-cpd	☒
Further	National Careers Service (2021) Healthcare. [online] Available at: https://nationalcareers.service.gov.uk/job-categories/healthcare	☒
Further	National Careers Service (2021) Interview advice. [online] Available at: https://nationalcareers.service.gov.uk/careers-advice/interview-advice	☒
Further	National Careers Service (2021) Social care. [online] Available at: https://nationalcareers.service.gov.uk/job-categories/socialcare	☒

Further	Skills for Care (2021) Skills for Care. [online] Available at: https://www.skillsforcare.org.uk/Home.aspx	☒
Further	McCorry, K. L. and Mason, J. (2020) Communication Skills for the Healthcare Professional (2 nd edition). UK: Jones & Barlett Learning.	☐
Further	Ali, M. (2017) How to Communicate Effectively in Health and Social Care: A Practical Guide for Caring Professions. UK: Pavilion Publishing.	☐
Further	Glasby, J. and Dickinson, H. (2008) Partnership Working in Health and Social Care (Better Partnership Working). UK: Policy Press	☐

Module Code	LCHS4010
Title	Psychology in Health and Social Care
Date	17/02/2022
Level	4
Credits	20
Pre-Requisites	None

AIM(S)

- To develop an understanding of the psychological factors which influence human behaviour throughout the lifespan and how these apply to health and social care settings.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- Understand and analyse how theories of lifespan development are applied to health and social care practice
- Examine the social and biological determinants of human behaviour *vis-à-vis* the contexts of health and social care and working with children and young people

INDICATIVE CONTENT

- The exploration of life stages, including: infancy; early childhood; later childhood; adolescence; adulthood; late adulthood; the final stages of life and death
- The examination of lifespan development theory, including: stage versus open-ended theories; continuity versus discontinuity theories; static versus dynamic theories; idiographic versus nomothetic perspectives on personality
- The study of behavioural, cognitive, psychodynamic and humanistic theory
- The consideration of relevant theorists, such as Freud, Erikson, Maslow, Rogers, Beck, Piaget, Buhler, Havighurst, Kohlberg, Gutmann, Lowenthal, Gould, Loevinger and Berne
- The examination of theoretical perspectives of group and individual behaviour, such as human conditioning.
- The exploration of human behavioural concepts, such as personality, perception, learning, intelligence, attitude, motivation, communication and

resistance.

- The consideration of behavioural psychology perspectives in terms of the health and social care environment/workplace
- The study of individual and group behaviour within the health and social care organisational environment, including issues of conflict and team dynamics.
- The debating of social psychology issues pertaining to health and social care and working with children and young people.

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	48	24%
Independent learning	152	76%
Placement learning	0	0
TOTAL	200	100%

ASSESSMENT

Assessment Component 1 (*Tick one*)

☐ Written exam ☐ Coursework ☒ Practical

Mode of assessment	Volume	Weighting
Individual Presentation	10 minute presentation	50%

Assessment Component 2 (*Tick one*)

☐ Written exam ☒ Coursework ☐ Practical

Mode of assessment	Volume	Weighting
Written Assignment	1500 words	50%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	50%
Practical	50%
TOTAL	100%

INDICATIVE READING LIST

Module Code	LCHS4010	
Module Title	Psychology in Health and Social Care	
Classification	Reading List entry	Electronic*
Essential	Griggs, R. A. (2014) <u>Psychology: A Concise Introduction</u> , Third Edition, Worth Publishers.	☐
Essential	Smith, J.R. and Haslam, S.A. (2012) <u>Social Psychology</u> , London: Sage Publications Ltd.	☐
Further	The Psychologist, British Psychological Society	☒
Further	Occupational Psychology	☒
Further	Work and Stress	☒
Further	Personnel Psychology	☒
Further	Journal of Managerial Psychology	☒
Further	Journal of Personality and Social Psychology	☒
Further	www.bps.org.uk	☒
Further	www.simplepsychology.org	☒
Further	www.socialpsychology.org	☒
Further	www.health-psychology.org.uk	☒
Further	www.organisationalpsychology.com	☒