

LCHS4003

Component 1

Guidance

Portfolio (Mini report +
Essay) – September 2026



Task 1: Guided Scenario (Mini Report)

Task 1: Mini Report (750 words)

Choose ONE service

- Select one healthcare service from the following list: Community Mental Health services, Domiciliary care services, Residential care home, Community disability services

Understand the scenario

- Imagine that there is a shortage of your chosen service within the local community.

Explain

- Why the service is needed
- How the shortage affects local people
- What the local authority should do to improve the situation

Address the report

- You must write as if you are advising a councillor.
- Find out the name and address of your local Councillor

Use the Care Act 2014

- The Care Act 2014 must be central to your report.
- You should refer to relevant principles from Part 1 (Care and Support)
- Explain how it supports your argument for improving the chosen service.

Citations

- Include in-text citations and a reference list (minimum 6 sources).

Referencing

- Follow UWTSD Harvard referencing style.

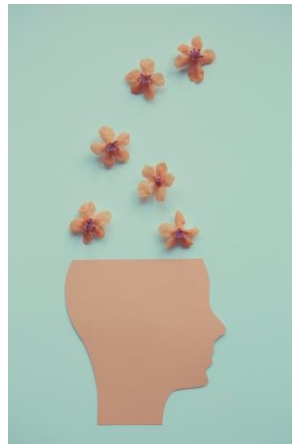
Choose ONE Service

Community mental
health services

Domiciliary care
services

Residential care
home

Community disability
services



Use the Care Act 2014

You should refer to relevant principles from Part 1 (Care and Support), such as:

Promoting individual wellbeing

Prevention and early intervention

Meeting care and support needs

Supporting independence

Reducing isolation and inequality

DO NOT simply describe the Act. Explain how it supports your argument for improving the chosen service.

Suggested Report Structure

Introduction (approx. 150 words)

Impact on the community (approx. 250 words)

Recommendations (approx. 250 words)

Conclusion (approx. 100 words)

Citations – Care Act 2014 plus two further sources

Writing Style

Remember that this is an **official report**.

Use:

- ✓ Formal language
- ✓ Clear headings
- ✓ Third-person writing
- ✓ Evidence-based arguments

Avoid:

- ✗ Informal language
- ✗ Personal opinions without evidence
- ✗ Bullet-point-only answers
- ✗ Excessive description with little analysis



Example Report Heading

Example Report Heading

To: Councillor Sarah Smith, Birmingham City Council

Subject: Addressing the Shortage of
Community Mental Health Services in
Birmingham

Prepared by: [Student Name]

Date: [Submission Date]



Top Tips for Higher Marks

- ★ Demonstrate understanding of the Care Act 2014.
- ★ Clearly explain the impact on the local community.
- ★ Use evidence to support your claims.
- ★ Make recommendations that are realistic and achievable.
- ★ Maintain a professional report format throughout.
- ★ Use accurate Harvard referencing.



Pre-Submission Checklist

Before submitting, ask yourself:

- ☐ Have I chosen one service area?
- ☐ Have I addressed a named local councillor?
- ☐ Have I referred to the Care Act 2014?
- ☐ Have I explained the impact on the community?
- ☐ Have I made clear recommendations?
- ☐ Have I included at least 3 sources?
- ☐ Have I used Harvard referencing?
- ☐ Is my report approximately 750 words?

Task 2: Essay

Task 2 Essay (750 words)

Choose ONE service

- Select one healthcare service from the following list: Community antenatal midwifery services, Ambulance services, Pharmacy services, Dentistry services

Explain the Service

- Include a clear explanation of the chosen service.

History of the Service

- How the service originated
- The historical factors that influenced its development

Function of the Service

- Describe the current functioning of the service and how it operates today

Significance on quality of life

- Identify challenges that exist today
- Critically evaluate the services' strengths and limitations

Citations

- Include in-text citations and a reference list (minimum 6 sources).

Referencing

- Follow UWTSD Harvard referencing style.

Choose ONE Service

Community antenatal
midwifery services

Ambulance services

Pharmacy services

Dentistry services



Suggested Essay Structure

Introduction (approx. 150 words)

Historical Context and Current
Function (approx. 250 words)

Critical Evaluation and Significance
for service users (approx. 250 words)

Conclusion (approx. 100 words)

Citations – Minimum 3 sources for
essay

Examples of Sources

- Core reading for module from library
- Government reports
- NHS publications
- Local Authority reports
- Academic journal articles
- Social Care Institute for Excellence (SCIE)



Top Tips for Higher Marks

- ★ Explain why historical developments were significant.
- ★ Demonstrate critical thinking by discussing strengths and weaknesses.
- ★ Use current evidence to support your evaluation.
- ★ Link the service directly to service user outcomes.
- ★ Balance description with analysis and evaluation.
- ★ Use a clear and logical structure throughout.



Pre-Submission Checklist

Before submitting, ask yourself:

- ☐ Chosen one healthcare service
 - ☐ Investigated the origins of the service
 - ☐ Explained the historical context
 - ☐ Critically evaluated how the service operates today
 - ☐ Discussed its importance for service users
 - ☐ Included at least 3 cited sources
 - ☐ Used academic essay structure
 - ☐ Approximately 750 words
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Common Mistakes to Avoid

- ✗ Not referring to the Care Act 2014 in Task 1.
- ✗ Choosing more than one service.
- ✗ Describing rather than analysing.
- ✗ Making recommendations without evidence.
- ✗ Using unreliable sources or websites.
- ✗ Missing references.
- ✗ Going significantly over or under the word count.

Formatting Requirements

Style	Use Arial font size 11 and 1.5 line spacing.
MS Word	Combine both tasks into one single Microsoft Word document.
Title page	Include a title page with your name, student number, module code and title, lecturer's name, and assignment title.
Refs	Include page numbers and one single reference list to cover BOTH tasks.

Before You Submit

Ask yourself:

- ☒ Have I fully answered every part of both tasks?
- ☒ Have I supported my points with evidence?
- ☒ Have I included at least 6 references altogether?
- ☒ Have I referenced correctly?
- ☒ Have I proofread my work?
- ☒ Would somebody unfamiliar with the topic clearly understand my arguments?

If you can answer "Yes" to all of the above, your assignment is ready for submission.

Submission Deadline

Submit via Turnitin by
Monday, 19 October 2026,
10 am.

Late submissions may be
penalised unless
extenuating circumstances
are approved.