

College Hub: Skills for Further Learning and Employment

Fairfield Hospital Supported Internship

DEPARTMENT: Fairfield Hospital Supported Internship	YEAR: 1 Year Programme	
OVERVIEW: Supported Internship Students to develop skills for employability and further learning within core placement areas. This scheme of work is based on the Level 1 Criteria.	INTENT / LEARNING OUTCOMES: All students will achieve an Open Award Entry Level 3/Level 1 or Level 2 Award in Skills for Further Learning and Employment . This can be extended to Entry Level 3/Level 1 or Level 2 Certificate or Level 3/Level 1 or Level 2 Extended Certificate or Level 3/Level 1 or Level 2 Diploma .	
Supported Internship	<p>IMPACT - Aims: Throughout this placement, students will develop an understanding of working in different roles within the Hospital Environment.</p> <ul style="list-style-type: none"> • To identify key areas of interest for work based on skills and qualities. • To complete an induction period of training to be ready to go into a work placement within a Hospital Environment. • To successfully complete two placements within the Hospital Environment, initially with support from a Job Coach, with the aim to access the placement independently. 	

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IMPLEMENTATION			COURSES	Module A	Module B	Module C
Module A	Module B	Module C	Entry Level Three			
ENTRY LEVEL 3	Budgeting (1) Following Instructions (2) Preparation for Work (2) Money (3) Problem Solving Skills for Work (2) Teamwork Skills (3) Speaking Confidently at Work (1) Developing Health & Safety Skills for Work (2) Dealing with Stress (2) CV Writing (2)	Applying Paint by Brush (2) Customer Service (2) Garden Maintenance Skills (3) Food Safety & Storage (3) Dealing with Queries & Requests (3) Introduction to Cleaning (3) Working with Others (2) Using Office Equipment in a Business Environment (2) Reception & Filing Skills (3) Work in a Customer Friendly Way (2)	Award	2 Credits	2 Credits	2 Credits
Personal Action Planning (2)			Certificate	2 Credits	5 Credits	6 Credits
			Extended Certificate	2 Credits	9 Credits	13 Credits
			Diploma	2 Credits	15 Credits	20 Credits
			Level One			
LEVEL ONE	Health, Safety and First Aid at Work (3) Stress and Stress Management Techniques (3) Personal Learning Goals (3) Creating a Tailored CV (3) Budgeting (1) Personal finances (3)	Dealing with Customer Queries & Complaints (3) Customer Service (3) Welcoming Visitors (2) Introduction to the Physical Care of Babies & Young Children (2)	Award	3 Credits	3 Credits	3 Credits
Developing Own Interpersonal Skills (3)			Certificate	3 Credits	4 Credits	6 Credits
			Extended Certificate	3 Credits	8 Credits	13 Credits
			Diploma	3 Credits	14 Credits	20 Credits
			Level Two			
LEVEL TWO	Health, Safety and First Aid at Work (3) Stress Management Techniques (3) Customer Service (3) Creating a Tailored CV & Cover Letter (3) Personal Budgeting & Money Management (3) Teamwork Skills (3) Building & Managing Workplace Relationships (2)	Housekeeping in Hospitality (3) Cooking with Meat, Fish & Vegetables (4) Principles of Customer Service in the Hospitality Sector (3) Kitchen Skills (3) Working safely and Effectively in Engineering (3) Introduction to Engineering (3) Understanding Engineering Drawings and Design Specifications (3)	Award	3 Credits	3 Credits	3 Credits
Developing Own Interpersonal Skills (3)			Certificate	3 Credits	3 Credits	9 Credits
			Extended Certificate	3 Credits	6 Credits	15 Credits
			Diploma	3 Credits	10 Credits	24 Credits

Supported Internship: Scheme of Work

Placement Stage	Objectives & Accreditation Links	Activities & Assessment Criteria to be Evidenced
Placement Induction		<p>Induction Overview</p> <ul style="list-style-type: none"> • Students will identify what the aim to achieve from the placement and with support, generate key targets to work on throughout their placement. • Students will explore the Health & Safety requirements of working in the Hospital and identify key hazards and risks both to staff and customers. • Students will be introduced to the equipment in the kitchen and begin to develop an initial understanding of what each appliance can be used for and the safety protocols around using these. • Students will
Core Skills	<p>A: Developing Own Interpersonal Skills (3)</p> <ul style="list-style-type: none"> • Know own strengths and weaknesses • Know about time management • Know how to recognise stress • Know about types of criticism • Understand confident behaviour 	<p>Overview</p> <p>Students will complete an accredited first aid course and an initial induction period for each placement where criteria will be covered. However, all criteria below will be covered throughout the placement through developing skills for the professional work place. These are to be evidenced throughout. Work booklets are provided.</p> <p>Assessment Criteria</p> <p>1.1 Outline own strengths and weaknesses</p> <p>2.1 Outline ways of improving own time management</p> <p>3.1 Identify signs and symptoms of stress in self and others</p> <p>4.1 Give examples of different types of criticism</p> <p>5.1 Give examples of real situations which illustrate confident behaviour</p> <p>6.1 Identify at least five examples of body language</p> <p>7.1 Give examples of each of the following behaviours:</p>

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	<ul style="list-style-type: none"> • Understand what is meant by ‘body language’ • Understand the difference between aggressive, passive and assertive behaviour <p>B: Health, Safety & First Aid at Work (3)</p> <ul style="list-style-type: none"> • Know about the health and safety requirements of own workplace surroundings • Know about the main elements of Control of Substances Hazardous to Health (COSHH) • Know how to prevent common accidents at work • Be able to respond to first aid incidents • Be able to recognise respiratory and cardiac arrest • Be able to demonstrate resuscitation techniques and the recovery position 	<ul style="list-style-type: none"> a) aggressive b) passive c) assertive <ul style="list-style-type: none"> ➤ Evidence through completion of module workbook. ➤ Evidence through written work, video interview, printed and annotated photographs. Electronic evidence must be saved centrally, backed up and logged on the electronic data form. <p>HEALTH, SAFETY & FIRST AID AT WORK</p> <p>1.1 Identify major hazards in the workplace</p> <p>1.2 Outline safety procedures in the workplace</p> <p>1.3 Outline safe working practices in the workplace</p> <p>2.1 Identify the main COSHH regulations for the workplace</p> <p>2.2 Identify the consequences of not applying these regulations</p> <p>3.1 Identify causes for a range of common accidents at work</p> <p>3. Know how to prevent common accidents at work</p> <p>3.2 Outline ways of preventing a range of common accidents at work</p> <p>4.1 Demonstrate first aid treatments for use in dealing with simple accidents</p> <p>4.2 State when and how to call for emergency assistance</p> <p>5.1 State how to recognise situations of respiratory and cardiac arrest</p> <p>6.1 Demonstrate resuscitation techniques in accordance with national guidelines</p> <p>6.2 Demonstrate the recovery position in accordance with national guidelines</p> <p>7.1 Demonstrate safe practice in the following areas:</p> <ul style="list-style-type: none"> a) pushing and pulling b) supporting c) carrying a load <p>7.2 Identify when a moving and handling procedure should be stopped and help or guidance should be obtained.</p> <ul style="list-style-type: none"> ➤ Evidence through completion of module workbook. ➤ Evidence through written work, video interview, printed and annotated photographs. Electronic evidence must be saved centrally, backed up and logged on the electronic data form.
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Placements	<p>Be able to safely handle and move inanimate loads</p> <p><i>As per criteria from relevant and appropriate units of work for each placement. These will be bespoke.</i></p>	<p><u>AM</u> Students to arrive promptly for 8:45am start, demonstrating appropriate workplace behavior and dress.</p> <p><u>10am – 2pm</u> Students to access placement with support from a Job Coach</p> <p><u>PM</u></p> <ul style="list-style-type: none"> • Complete reflections of work placement • Complete appropriate Open Awards unit C linked to placement
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