



**Bournemouth
University**

Faculty of Health and Social Sciences CPD Framework

Evidencing Professional Learning (EPL) Unit options (Application Version)

Unit Guides

Level 6 (Honours)

and

Level 7 (Masters)

for

EPL 1: Leading Self

EPL 2: Managing and Leading Organisational Change

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The National Centre for Post-Qualifying Social Work and Professional Practice at Bournemouth University

www.ncpqsw.com @researchpqsw

Welcome and thank you for considering undertaking a course of study with the Faculty of Health and Social Sciences (HSS) at Bournemouth University.

The aim of this unit guide is to provide you with specific details about the Evidencing Professional Learning units. Should you have any further queries please feel free to seek clarification from the unit tutor.

This programme has been developed in consultation with employing agencies, former students, service users and carers. It addresses the national strategies for the development of effective leaders and managers for health and social care services. It provides a route to a professional and academic award for participants from diverse occupational backgrounds and is designed to provide you with a firm foundation and preparation for your chosen specialist practice in leadership and management.

The administrative and management functions for this unit and the wider programme are housed in the National Centre.

We hope that you choose to join us to continue your professional development at Bournemouth University and wish you all the best with your studies on these units.

Lee-Ann Fenge

Director of the Centre for Post Qualifying Social Work and Professional Practice

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Useful Contacts

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Orlanda Harvey Unit Leader / Personal Tutor 5 th floor (as above) BGB 501	Tel: 01202 962032 Email: harveyo@bournemouth.ac.uk
Tilia Lenz CPD Framework Lead 5 th floor (as above) BGB 501	Tel: 01202 9663506 Email: lenzt@bournemouth.ac.uk
Additional Learning Support	Tel: 01202 965663 Email: als@bournemouth.ac.uk
Library help desk	Tel: 01202 965959 (Available 24x7)
IT help	Tel: 01202 965515 Full contact details for IT Support
Dorset HealthCare: Leadership Development Administration	Email: dhc.leadership.development@nhs.net

Acronyms	
BU	Bournemouth University
CPD	Continuing Professional Development
DHC	Dorset Healthcare
EPL	Evidencing Professional Learning
L6	Level 6 (BA/BSc - Undergraduate)
L7	Level 7 (Masters)
MA	Masters
PG Cert	Post Graduate Certificate
PG Dip	Post Graduate Diploma

Introduction

If you wish, our units can enable you to gain academic / professional credit for the learning and practical work associated with the Dorset HealthCare Leadership Development Pathway.

Our Evidencing Professional Learning (EPL) units are offered at **level 6** (Honours [BA]) and at **level 7** (Masters [MA]) and each unit provides 20 credits which can be used in our Continuing Professional Development (CPD) Framework in order to build towards an honours or master's level award, depending on the level and your existing qualifications. Further information below.

At Masters level there is an emphasis on the requirement for an informed and critically considered stance to be apparent on both practice development and theory.

The assessment for each unit will focus on the work that you undertake as part of your pathway and for your change project.

Choosing your route:

- **If you do not hold a higher education diploma or equivalent or require academic credits/awards** then the advice is to choose the DHC Leadership Pathway in-house route and undertake the first assignment for DHC (i.e. Not via Bournemouth University)

Level 6: CPD Leadership pathway: towards a BSc Honours Professional Practice

For those with a certificated academic Diploma or equivalent from either Bournemouth or elsewhere: the credits from the EPL 1 and EPL 2 units may be used as 20 credit CPD units towards a BSc Honours Professional Practice within our CPD Framework.

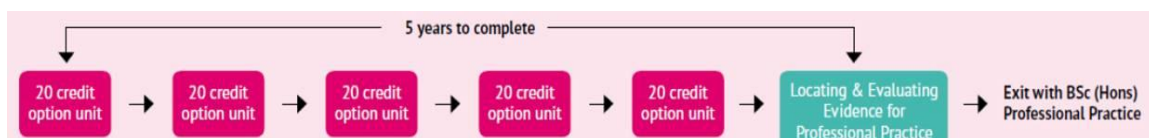
If you do not meet this criteria you are still able to apply for this unit but we may ask you to complete a study skills handbook to familiarise yourself with academic writing at masters level or pre-admission work. This will be sent to you when we have received your application.

To gain the BSc Hons in Professional Practice a further total of 120 credits will be required and have to be undertaken with us – see web site

<https://www1.bournemouth.ac.uk/study/courses/bsc-hons-professional-practice> for list of units available.

If a third EPL unit is completed with DHC e.g., the EPL (Business Writing) unit at level 6, these additional 20 credits can also be used for this purpose.

The diagram below shows this route, plus the shorter routes for students who have an **Advanced Diploma** either from us or from elsewhere:



Level 7: CPD Leadership pathway (Leading and Developing Services)

Prerequisites:

Students may enter level 7 study if they have been awarded:

- Undergraduate degree
- An equivalent qualification (the learning outcome of which are demonstrably appropriate in terms of knowledge, understanding and skills) equivalent to 120 credits at Level 6.

If you do not meet these criteria, you are still able to apply for this unit but we may ask you to complete a study skills handbook to familiarise yourself with academic writing at masters level or pre-admission work. This will be sent to you when we have received your application.

The credits from the two EPL units may be used towards the following [Master's level awards](#):

- Post Graduate Certificate Leading & Developing Services
- Post Graduate Diploma Leading & Developing Services
- Masters Leading & Developing Services
- Or a Masters in Advanced Practice

If a third EPL unit is completed with Dorset Healthcare e.g., the EPL (Business Writing) unit at level 7, these additional 20 credits can also be used for this purpose. Additional units will be required to be undertaken with us – please follow this link for more information: [Postgraduate Certificate/Postgraduate Diploma/MA Leading and Developing Services | MALDSP | Level 7](#).

A general Masters in Advanced Practice (i.e. not leadership) route is also available which allows any of our CPD level 7 units to be used. The EPL units are all valid within this route as well.

Level 6 and 7 - Evidencing Professional Learning Units:

- **EPL 1 Leading Self** unit
- **EPL 2 Managing and Leading Organisational Change** unit

Time commitment

- **Attend two sessions 'virtually at BU'**
 - **One session to introduce the assessment and key topics (1.5-2hrs)**
 - **Two: a small group tutorial (1 hour)**
- Read widely around the topic – using academic sources
- Evidenced-based, fully referenced assignment
 - 2500-word assignment & action plan

Enrolment

- If you are eligible and wish to sign up to do the units at level **6 or 7**
 - you need a learning agreement for each unit from DHC – authorised by your line manager
 - **When you enrol via our online portal you will be asked for this**
 - DHC will confirm your enrolment
 - We provide **guidance** and **support**, plus **access** to the library and other resources for your submission.
 - You will be sent instructions on how to gain a **BU student / union** card once enrolled
 - **You will receive your student username and password via e-mail once you have enrolled which will give you access to BU services and learning materials**

You can choose to undertake the assignments either at level 6 or level 7, and you select the level when you apply for the unit

After enrolment you will be allocated a personal tutor and given a submission date for the assignment, this is normally at least 3 months after the initial briefing date. You will also need to:

- Attend the Introductory briefing and any library session(s) - online
- Sign up for a group tutorial to discuss your assignments

Evidencing Professional Learning Unit Assignments

For both the EPL1 and EPL 2 units, you will be asked to write a 2500 word critically reflective assignment with an action plan based on the learning from your DHC Leadership course and also wider reading. You will be expected to use relevant academic sources to underpin your discussion and the assignment should be fully referenced. The full assignment briefs are at Appendix 1 (EPL 1 Leading Self, and Appendix 2 (EPL 2 Managing and Leading Change).

Expectations for Academic Writing

For an academic assignment we are looking in the assignments for evidence of:

- Your reasoning and judgement as a 'leader'.
- Your learning gained from evaluating yourself and your leadership 'practice' and any outcomes.
- Of having read widely around the topic a
- Your ability to critically evaluate the literature and your practice

To do this you will need to:

- Give a critical, real and insightful reflection and exploration of your practice
 - That includes the good and not so good
 - Knowing first what it is **you** are trying to say, or conclude from your reflections, is important. You can then read with purpose and note which pieces are important.
 - Do not just repeat what they say or blindly follow any models or processes.
 - 'Pick out' the key words/ideas and critically extend the discussion with them.
- Critically apply of theories /models to explain and explore issues
 - create a discussion with the ideas and your experiences
- Evidence that you can show limitations of them for your needs/situation.
- Fully reference your discussion
- You can use **direct quotes but ideally you would paraphrase the authors' points/ideas...** for example:

Bournemouth University Support

The university will provide you with all the necessary support to undertake your studies once you have enrolled. This will include:

- A bespoke Library session as part of introduction
- Access to Bournemouth University Library and databases via our Virtual Learning Environment – Brightspace
 - If you have **problems** accessing the following electronic material– please contact the **library help desk on 01202 965959 (24x7 term time)** or click on the **‘Chat’** link via the library home page:
<https://www1.bournemouth.ac.uk/students/library/contact-us>
- Library building access
 - Your student ID card is also your BU library card. Your ID card and student details will be in your programme packs. The Bournemouth Gateway Building Library on St Paul’s Road, Bournemouth contains most social work and a lot of leadership/management material. Opening times etc. via:
<https://www1.bournemouth.ac.uk/students/library>
- A small group tutorial session
- The tutor is also available as a personal tutor for formative assessment, advice and support on request.
 - This includes critiquing a 500-word extract/draft from your assignment
- Support for Academic Studies: There is a landing page for CPD students on BrightSpace which has a range of materials related to academic studies, including academic writing and referencing skills.
 - **Reflective writing:** <https://libguides.bournemouth.ac.uk/reading-writing/reflective>
 - **Study skills support** is available via the [Library and Study Support](#) link in Brightspace
 - **HSS Educational Development Tutor:** HSS students can book 1:1 tutorial support on academic skills. Please contact Michael Knight: mjknight@bournemouth.ac.uk
- Student username and password
 - These details will be e-mailed to you. For any issues please call: (01202) 965515 (available 24/7).
- Access to ALS Support services
 - If you are likely to need support for **additional learning needs**, please contact the Additional Learning Support Team as soon as possible:
<https://www1.bournemouth.ac.uk/why-bu/student-wellbeing/additional-learning-support>
- Access to Wellbeing Support

Please contact the office if you have any other queries or problems: hss-cpdadmin@bournemouth.ac.uk Tel: 01202 964765