

Healthcare Support Modules in DALC:

Code	Module	Submitted	Date
5N0758	Care Support		
5N1794	Safety & Health at Work		
5N2770	Care Skills		
5N0690	Communications		
5N1356	Work Experience		
5N3707	Activities of Living Patient Care		
5N2706	Care of the Older Person		
5N2705	Care Provision & Practice		

Each module takes anything from 10-16 weeks we expect you will have the complete award finished in 1 1/2 to 2 years

Pass 50-64%

Merit 65-79%

Distinction 80-100%

Upon completion of the major award (all 8 modules) participants will also receive a DALC Healthcare Support lapel badge.

The Dublin Adult Learning Centre is an adult basic education centre based in Dublin's north inner city.

The centre provides individual and group tuition in reading, writing and spelling for adults with reading and writing difficulties. The service is free and confidential.

We are offering this course to students in the Dublin Adult Learning Centre as a result of past students, who are currently working as carers in the local area. They felt that they could not cope with doing the course in a mainstream college.

Nearly all of the students who come here are either early school leavers, have some kind of a specific learning difficulty and have been out of the school system for a long number of years.

Preference will be given to applicants who live in the north inner city, are early school leavers and are working as carers.

Students who come to the Carers' Course will also be invited to attend a computer/assignment class and/or one-to-ones connects with their course.

- There is a non-returnable admin charge of €50 for each module.
- You are expected to ring in and leave a message for your tutor if you cannot attend class.
- You must attend 80% of your lectures to be able to submit your work to QQI.
- If you need to improve your computer skills, you are welcome to sign up for a computer class. If you sign up you are expected to attend the full module and to ring in if you can't attend.
- A register is kept for every lecture, computer class, support class and one to one class.
- You will be expected to sign a declaration that your assignment is all your own work. DALC will take very seriously anyone who submits work that is not their own.

How to Do Assignments

The **Assignment Guidelines** given to you are to help you with your assignments. They will ask you for a certain number of words and you **agree a deadline** to hand it in and write this date on your guidelines. This is the date you will aim to have your assignment done by. Do not panic if you are not finished by this date.

- Use your Assignment Guidelines as a framework for your assignment.
- Use each sub-heading as you write your assignment (beside each **sub-heading** it tells you the number of marks that each section carries).
- You will need to read over your course notes and do some research. If you do this it will keep you focused on the topic and prevent you from writing about irrelevant topics.

You will probably need to do 2, 3 or 4 drafts. Type your assignment up after the first draft and show it to your support tutor. You can email it to them or give them your memory stick with the draft assignment on it. Save your assignments double spaced with clear titles and the module name - not numbers. The format for the assignment will be given with your assignment guidelines; probably it will say - double spaced, Century Gothic or Calibri, 14 point typeface size.

Each assignment will need the following:

1. Cover page containing: name of award, name & number of module, full title of the assignment, student's name, Dublin Adult Learning Centre and the date.
2. Your word count
3. Statement that it is all your own work
4. Introduction
5. Main body of assignment with sub-headings
6. Conclusion
7. Reflection
8. Bibliography / references (example of referencing)

Work Experience

Some of your modules involve you doing work in the community, or in a nursing home or day care centre. It is important for the manager working with you to know what is expected of them and of you. You will need to give them a letter of introduction and a guideline for your assignment, also a marking sheet for them to mark your score. You will need a copy of our **insurance**, your **CV**, a copy of your **Garda Clearance** if it is not your employer and a photocopy of your **Patient & Manual Lifting and Handling Certificate**.

Working Together in a Group

We will all enjoy classes if we:

- Listen and are patient with each other
- Ask questions
- Take turns when talking and one person talks at a time
- Take our time and give others time to think
- Talk about the work we are doing with each other
- Do not laugh at someone else - we are all doing our best
- Read our notes at home after the class
- Do independent research in books, magazines or internet
- Confidentiality (using client's name etc.)

Please

- Be on time and ring your tutor if you're going to be late or absent
- Stay for the full class - it is 3 hours long
- Leave the room as you find it
- Chewing gum is banned in the building
- Turn off your mobile when you are in class (leave your mobile on reception (at your own risk) if you are expecting an urgent call)
- Bring paper and pen, memory stick and all your notes each week
- Tea or coffee and a biscuit is 50 cents.

Notes for Yourself

