

Module specification

1. Factual information			
Module title	ND 2.1 Professional Skills 2		
Module tutor	Georgina Bassil	Level	Second year
Module type	Taught	Credit value	N/A
Mode of delivery	100% face to face		
Notional learning hours	10 hours face to face		

2. Rationale for the module and its links with other modules
Building on ND 1.1 Professional Skills 1, this module will explore the professional practical documentation skills required for a nanny in the home environment. The learning in this module links with the Norland diploma modules ND 2.2 Intermediate Care Skills, F&N 2.1 Family Cooking and F&N 2.2 Cooking for Dietary Needs. On the BA (Hons), the learning will act as practical preparation for NC5202 Practice in the Early Years: The Home.

3. Aims of the module
Documentation of routine and daily events will be explored as well as documenting learning in a way that values a child's individuality and engages their families. Menu planning, accounting and recording accidents and medication will also be covered so that students going into their first family placement will have the knowledge and skills to communicate this information effectively. Conflict resolution will also be considered as part of this and how responding to feedback can be achieved constructively and professionally.

4. Prerequisite modules or specified entry requirements
ND 1.1 Professional Skills 1 (Pass)

5. Does the module permit compensation?
No

6. Learning, teaching and assessment strategy for the module
Face-to-face lectures Practical workshops Tutor-directed study and self-directed study Peer assessment

7. Intended learning outcomes

At the end of the module, learners will be expected to:

1. Demonstrate and evaluate paperwork that is required when working in a home.
2. Demonstrate how learning can be documented with consideration of individual needs.
3. Identify and explore where conflict may arise in professional partnership working and the steps a practitioner might take to overcome this.

7a. Norland diploma programme learning outcomes met

PLO1, PLO2, PLO3, PLO5, PLO6, PLO7

8. Indicative content (this should provide an overview of content over the number of weeks of module delivery)

- Week 1: Weekly planning in placement (menu and activity planning)
- Week 2: Nanny diaries: medication, accident recording, home accounts
- Week 3: Working with families, managing conflict
- Week 4: Documenting learning, respecting individuality

9. Assessment strategy, assessment methods, their relative weightings and mapping to module learning outcomes

Assessment strategy: Students will form a folder of documentation evidence from placement, which will include a nanny diary, documenting observation, assessment and planning, meal planning, and responsiveness to children's individual needs and preferences throughout this. There will also be a reflection on what students felt went well with their documentation and what they will do to improve in future.

Assessment task	Weighting	Week submitted	Grading (pass/fail/%)	Module learning outcomes the assessment task maps to
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Nanny diary	25%	T2, Week 1	Pass/Merit/ Distinction	All
Learning documentation including observation, assessment of development, and planning from this	25%			
Meal planning (note for reviewer: this will be specific to a family and so not assessed in F&N 2.1)	25%			
Personal reflection	25%			

10. Teaching staff associated with the module

Name and contact details

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11. Core reading list

Author	Year	Title	Location	Publisher
McEvoy, J. and McMahon, S.	2019	<i>Child centred planning in the early years foundation stage</i>	London	Learning Matters
Norland	(no date)	Norland Code of Professional Responsibilities	Bath Spa	Norland College

12. Other indicative text (e.g., websites)

Department for Education (2021) *Development matters: non-statutory curriculum guidance for the early years foundation stage*. Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1007446/6.7534_DfE_Development_Matters_Report_and_illustrations_web_2_.pdf (Accessed: 6 April 2023).

Early Years Coalition (2021) *Birth to 5 matters: non-statutory guidance for the early years foundation stage*. Available at: <https://birthto5matters.org.uk/wp-content/uploads/2021/03/Birthto5Matters-download.pdf> (Accessed: 2 May 2023).

13. List of amendments since last (re)validation

Area amended	Details	Date Central Quality informed



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