

## **HNC Care & Administrative Practice (non-articulation-route)** *(SCQF Level 7)*

Full-time

### **Where will I study?**

<b>Course code</b>	<b>Location</b>	<b>Duration</b>
DCCA	Aberdeen City Campus	1 Year

### **Welcome from Director of Curriculum**

As the current Director of Curriculum, I would like to welcome you to the School of Service Industries at North East Scotland College. The School of Service Industries includes Child, Health & Social Care, Hair and Beauty, Hospitality, Sport, Animal Care, Social Sciences and Learning Opportunities.

This broad range of subjects has one common theme – they each offer interesting and exciting opportunities for students to progress and achieve success in their future. We are very fortunate in that our excellent teaching facilities allow each and every student to experience industry-focused, high quality learning. This means that on completion of your course, you are confident and capable when it comes to entering the workplace, or progressing towards further study. We pride ourselves in offering educational opportunities for all, whether you are starting at introductory level or joining one of our more advanced courses. On behalf of the entire teaching team, we are delighted to have you join – or consider joining – one of our courses.

**Joan Thorne, Director of Curriculum for Service Industries**

### **Introduction to the course**

This course will provide you with the skills, knowledge and experience necessary to progress to the first year of degree level study in nursing or a related discipline. It enables students to integrate knowledge, theory and practice in order to deliver effective nursing care. Students will also undertake a valuable practical work placement as part of the course.

### **Entry requirements**

Applicants should have two Higher qualifications to include a science (ideally Biology) and English. National 5 Maths is also required. A clear disclosure or ability to gain membership of the PVG scheme in respect of Regulated Work with Children and Protected Adults will be required prior to placement allocation.

### **What subjects will I be studying?**

You will learn about care and administrative practice, covering important topics in safe working practices and understanding personal and professional relationships. Throughout the course you will learn by doing, and build essential skills for care practice whilst developing a thorough knowledge of sociology, psychology and physiology for care professionals.

Some of the main topics covered include:

- Understanding Personal and Professional Relationships
- Essential Skills for Care Practice
- Therapeutic Relationships
- Hospital Patient Administration
- Learning through Practice
- Physiology for Care Professionals
- Safe Working Practices
- Sociology for Care

## Assessment methods

On this course you will be assessed continually, throughout the year, both in college and at Nursing placement. You will review, discuss and present work to teaching staff, nursing mentors and peers, and also conduct a self-evaluation. Assessment takes the form of projects, portfolios, presentations, practical tasks and closed-book assessments.

## Dress code

Students should dress appropriately for practical, hands-on work to allow participation in all activities. Students should present themselves in a professional manner appropriate for working in a care setting.

## Equipment

Students attending placement will be required to purchase a NESCol polo shirt or hoodie.

## Course progression

Students successfully completing this course may progress towards a number of related degree programmes at one of our associate universities.

## University links

North East Scotland College has links with a wide range of universities from across Scotland. Every one of our HND level courses has articulation opportunities where you can progress from your chosen course to a related university degree. This is an excellent option for those who may want to come to College at an introductory level, and then work their way towards degree level study.

[Find out more about our associate universities in the University Links section of the NESCol website.](#)

## University progression

### Robert Gordon University (RGU)

- B Nursing (Adult) year 2 (subject to conditions)
- B Nursing (Mental Health) year 2 (subject to conditions)

### Abertay University (AGREED PATHWAYS TO YEAR 2 ONLY)

- BSc (Hons) Nursing (Mental Health Nursing) year 1 (subject to conditions)
- BSc (Hons) Psychology and Counselling year 1 (subject to conditions)

### Edinburgh Napier University

- 3 year pre-registration Nursing Programme (BN) LD nursing year 2 (subject to conditions)

### Queen Margaret University

- BSc (Hons) Nursing year 2 (subject to conditions)

### The Open University

An HNC can give up to 120 credits towards the 300/360 credit BA/BSc Open Degree/BA/BSc Open Degree with Honours.

A reduced amount of credit transfer can be awarded against other qualifications, such as:

- Dip HE Healthcare Practice
- BSc (Hons) Adult Nursing
- BSc (Hons) Mental Health Nursing

## Employment

In addition to university progression options, students can use their recognised qualification to progress into a number of careers within the NHS and other Health & Social Care providers.

## Useful information

<b>Faculty:</b>	Care
<b>School:</b>	School of Service Industries
<b>Faculty Manager:</b>	Trish Swan Email: <a href="mailto:p.swan@nescol.ac.uk">p.swan@nescol.ac.uk</a>
<b>Curriculum &amp; Quality Manager(s):</b>	Jim Sinclair Email: <a href="mailto:ji.sinclair@nescol.ac.uk">ji.sinclair@nescol.ac.uk</a>

## Guidance and Support

### Guidance

You will be assigned a Guidance Tutor when you are enrolled on the course. They will act as your primary contact should you have any issues, personal or involving your course, whilst at North East Scotland College. They will support you for the duration of your course along with relevant teaching staff. For assignments and assessments you will be provided with detailed feedback where possible, allowing you to pinpoint areas of good performance and areas that may need improvement - essential for your educational development.

[View our Guidance Tutor contact information.](#)

### Support

Our Student Services team are dedicated to helping all students with a range of factors that might affect your time at College. They can help you with funding queries, careers advice, learning support and more!

[Visit the Support section of our website for more information](#)

## Learning Resources

The College has a number of excellent learning resources available to assist and support the delivery of our classes across full-time, part-time and distance learning courses. They aim to enhance the quality of your learning experience.

[Find out more about NESCol learning resources](#)

## Library+

Our Library+ sites – at the Aberdeen City, Aberdeen Altens and Fraserburgh Campuses – provide all students with access to books, journals, newspapers, core skills materials and more! You'll also find laptop friendly areas, private study/research booths and printers, scanners and photocopiers.

[Find out more about what our Library+ services can offer](#)

## College calendar

Have a look at our [College Calendar](#) for further information on key dates throughout the year.

**Disclaimer:** Please note that the information put forward in this course specification document is subject to change at any time, and without prior notice. We have taken every care to ensure that the information provided is as accurate and up-to-date as possible, but we are not liable for the content of or any omissions on this document. This includes any inaccuracies, errors or misstatements in the information/data presented.