

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

Full-time

### Where will I study?

Course code	Location	Duration
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, Beauty & Sport, Hospitality, 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 to progress to Year 1 of degree level study in Adult Nursing, Mental Health Nursing or Learning Disability Nursing, or a related discipline. It enables students to integrate knowledge and build confidence in theory and delivering effective nursing care.

Students will also undertake a practical work placement as part of the course, where they can apply their knowledge and complete the required skills-based evidence.

### Entry requirements

Applicants should have two Highers (including a Biological science and English) and a National 5 Maths qualification or equivalent. A qualification at SCQF Level 6, e.g. NC Health & Social Care, with associated Highers will also be considered. A genuine interest in working with people and good communication skills are essential, and evidence of a minimum of 80 hours volunteering or a placement within a care environment 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 could progress from your chosen course to a related university degree, subject to conditions. 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](#)

## University progression

### Robert Gordon University (RGU)

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

Please note that articulation is subject to satisfactory completion of the course, normally within one year.

### Abertay University (AGREED PATHWAYS TO YEAR 1 ONLY)

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

Please note that pathways are subject to satisfactory completion of the course, subject to achieving an 'A' in Graded Unit.

### 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)

Please note that articulation is subject to satisfactory completion of the course, achieving a Grade A in Graded Practice Unit.

### 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

All full-time students will have a designated Course Tutor and a Guidance Tutor. Your Course Tutor will act as your main key point of contact for all matters relating to your course and progress. Your Guidance Tutor will monitor your attendance, as well as deal with any personal matters you may want to discuss.

Guidance Tutors work closely with Course Tutors and other lecturing teams to ensure you have access to any support you need to ensure you successfully complete your course. There are various issues that may affect your learning whilst at College, so please talk to someone if you encounter any problems at all.

[Find out more about Guidance at NESCol](#)

## Support

The College has trained advisers in place to help you with a range of factors that might affect your time at College.

They can help you with your application, funding queries, careers advice, learning support and more!

[Find out more about student support at NESCol](#)

## 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 learning resources at NESCol](#)

## Library+ and Digital Skills Space

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.

Our Digital Skills Space is a new modern and accessible facility where students can study and access key resources/support. It has replaced what was previously the IT Centre, and is located in the newly expanded Library+ at City Campus.

[Find out more about what our Library+ has to offer](#)

[Find out more about the Digital Skills Space](#)

## 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.