### ASSESSMENT GUIDELINE

<table>
<thead>
<tr>
<th>Module Title</th>
<th>Personal Development</th>
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<tbody>
<tr>
<td>Module Code</td>
<td>HEA00143I</td>
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<tr>
<td>Module Level*</td>
<td>5</td>
</tr>
<tr>
<td>Word Limit /Exam Duration</td>
<td>[1] 1,500 words [2] N/A</td>
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<tr>
<td>Assessment Type(s)</td>
<td>[1] Structured Personal Development Record [2] Electronic Ongoing Assessment Record</td>
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#### Marking Criteria
Guidelines should be read in conjunction with the marking criteria guidance for the module level* noted above: [http://www.york.ac.uk/healthsciences/student-intranet/exam-assess/markgrid/](http://www.york.ac.uk/healthsciences/student-intranet/exam-assess/markgrid/) (See also guidance below)

#### Confidentiality
It is a breach of confidentiality to disclose any personal information about a patient, service user, colleague, staff or any other person or place that could in principle enable them to be identified. For further guidance please refer to the departmental policy on Confidentiality at the following link: [www.york.ac.uk/healthsciences/student-intranet/exam-assess/conduct/confidentiality/](http://www.york.ac.uk/healthsciences/student-intranet/exam-assess/conduct/confidentiality/)

#### Assessment Timing
The deadline for correctly presenting a submission is 4.30pm on the published submission date.
The submission deadline is published on the Programme Assessment Schedule available on the following link: [http://www.york.ac.uk/healthsciences/student-intranet/timetables/assessment-schedules/](http://www.york.ac.uk/healthsciences/student-intranet/timetables/assessment-schedules/)

#### Referencing
You must reference your work in accordance with departmental referencing guidelines which you can access via the following link: [http://www.york.ac.uk/integrity/harvard.html](http://www.york.ac.uk/integrity/harvard.html)

#### Assessment Guidance

##### Formative Assessment

a) In discussion with your mentor, identify one aspect of your practice which could be developed and provide a brief rationale for its selection, including how this will enhance your Nursing Associate role (Max. 250 words).

b) Using the aspect of practice identified in (a), develop a written statement of a teaching session aim that will facilitate the learning of your peers or a client(s) (Max. 250 words).

##### Summative Assessment

**Part 1 – Structured Personal Development Record**

I. Based on the topic and teaching aim(s) presented in the formative assessment you are required to:

- Develop a written plan for a 20-30 minute teaching session (using the template provided in the Personal Development Record), which you will then deliver in practice. The teaching plan should include details of learning outcomes that are based on learning needs, method of delivery appropriate to the topic, and the resources (physical and academic) required to support the session.

- Write a reflective account of the teaching session you delivered in practice (using the reflective account template within the Electronic Ongoing Assessment Record). Your written account should include reflections on planning, preparation, and delivery; evaluation of the session; and the extent to which you considered the session met the teaching aim/learning outcomes.

II. Record a personal learning journal throughout the process/module, which demonstrates your progress and development in (I). The journal should show how the module content informed the development of your own skills and/or knowledge and show how it informed the teaching session.

   You will be provided with guidance for writing a personal learning journal in the Personal Development Record and you should also utilise the ‘personal learning outcomes’ in the Electronic Ongoing Assessment Record, the related reflective account (as detailed above in I) and relevant evidence/guidance/policy that supported your learning.

(I) and (II) above should be submitted as a single piece of work in the Personal Development Record which is provided in the VLE.
Part 2 – Electronic Ongoing Assessment Record (EOAR)
You are required to meet all Personal Development practice learning outcomes and record 180 hours access to your mentor during the assessed period of practice.

The EOAR is marked on a PASS/FAIL basis only.

You must pass all elements of the assessment to pass the module. In the event of a FAIL result you are only required to resubmit the individual FAILED element(s).