



English Faculty

*Invest **2** Divest*



@Your Service



H Health **C**are

Assistants

Sign their work with Excellence!

**Welcome
Aboard!**



The Bespoke

HCA's English

Programmes

Building Confidence

An excellent command of English is having the world @ your fingertips!

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Page 1 – An excellent command of English is having the world @ your fingertips!

Learn More Earn More

And

the
world
is your
oyster





Welcome Aboard

on the bespoke English programmes of the Health Care Assistants' courses!

Congratulations on securing a seat on one of the three popular three year full-time government accredited Health Care Assistants' (HCA = 'Assisterende Gezondheidszorg') courses or on being advanced to the next phase. These Health Care Assistants' positions in the Health & Social Sector include:

- ❖ Dental Nurse / Dental Assistant
- ❖ Pharmacy Assistant
- ❖ Medical Assistant

The most important merits you need in order to take and finish the Health Care Assistant Course of your choice with success are:

- a lively and inquisitive mind
- be able to work independently as well as a dependable team player
- possess a keen interest & dedication in serving one's paying customers
- a willingness to generate, explore and share new ideas
- the ability to communicate your ideas eloquently & effectively at all times
- a 100% attendance record throughout the three or two (Fast-track) academic years of the course
- the appreciation to Dress to Impress at all times

The English Training Programme

Over the three years the English training programme is focused on two specific language disciplines:

- ❖ General (generic) English
- ❖ Professional Vocational English (pertaining to your future career)

These contemporary, dynamic and multi-faceted Health Care Assistants' courses offer adolescents (you!) the opportunity to study a variety of themes relating to the (inter)national Health & Social Care Industry. To ensure a greater understanding of the English language in the Industry some of the assignment briefs are presented in relevant industry related scenarios. Projects are organised if and when appropriate to the themes on hand.

Over the three years the English programme covers the following two components:

	<p>General English: @ CEFR A2 & B1 level</p>	<p>This part of the programme is intended to be a sound preparation of the Dutch National Examination and the Institute Examinations of English. This should prepare you to sit these exams with confidence!</p>
	<p>Professional Vocational English in Health Care @ CEFR A1, A2 & B1 level</p>	<p>This part of the programme is geared to develop the learners' professional subject-specific language skills as required by the Health Care Industry. This should prepare you to deal with dire emergency situations whilst on-the-job with confidence!</p>





Authentic British Methods of English Re: professional vocational English

In order to secure “Best Practice” to the highest level possible in terms of purity and authenticity of the English language, only British (and on occasion American material) written by high-calibre native speakers are accepted to be utilised for these courses. All in-classroom sessions and tests are conducted in English. During in-class training sessions mobile telephones, laptops and palmtops may be used **only** with permission from the teacher.

A fine selection of methods of English.

About Career Paths English

Career Paths English: Dental Hygienist, Physician Assistant and Medical are new educational sources for medical professionals, who want to improve their English communication skills in an international multi-cultural work environment. Incorporating career-specific vocabulary and contexts, each unit offers step-by-step instruction that immerses students in the four key language components: reading, listening, speaking and writing

Career Paths English address topics pertaining to the students’ future careers.

The series is organised into three levels (**CEFR A1, A2, B1**) of difficulty and offers a minimum of 400 vocabulary terms and phrases.

Every unit includes a test of reading comprehension, vocabulary and listening skills and leads students through written and verbal production.



The Blended Approach to Teaching and Assessment

This ‘Competence Based Learning’ means that ‘you learn by doing’. Therefore, both you (learners) and teachers are invited to expose and subject themselves to a variety of methods of teaching and assessment that includes different media and technology, varying pedagogical approaches and the interesting and challenging mix of theoretical and practical assignment briefs.

Attendance

In order to ensure an impressively positive learning curve it is imperative your attendance of the English classes is **100% throughout the course** (the regular three-year or the two-year Fast-track).

Students' Attitude & Smart Casual Code of Dress

The Health Care Assistant courses’ programmes are dynamic and demanding and it, therefore, requires a significant effort and initiative from you. In keeping with the spirit and nature of the Health Care Industry, you are all to help further the standard and reputation of the school through a professional attitude and behaviour befitting responsible and well-educated adolescents and adults. When at school and attending classes students are expected to dress smartly and behave well at all times! The three Health Care Assistant teams endeavour to instill a good sense of pride in their students, since we believe this leads to building your confidence and self-esteem as required by the Health Care Industry.

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Final English examinations @ CEFR A2 & B1

Central to the HCA English programmes throughout the two (Fast-track) or three academic years are the final English exams. In the third and final year, however, the main focus is getting you through two final examinations of English **with flying colours**.

- The **first exam** is the Central English Examination ('CE') @ CEFR B1 → a. reading and listening.
- The **second set of exams** are the TOA Institute Exams @ CEFR A2. → b. writing: 3 assignments
c. presenting information
d. conversation

The Dutch 'CE' and British PET Practice Exams are available on:

1. FACET → <http://oefenen.facet.onl/facet/pages/oefen/start/>
2. DEVIANT → <https://www.uitgeverij-deviant.nl/methodes/examencoach-engels-licentie-voor-12-maanden/>
3. CAMBRIDGE ESOL PRELIMINARY ENGLISH TEST → Cambridge PET Practice - Exam English

In addition to the practice exams described above (nos 1 + 2) you will be exposed to extra (no. 3) globally accepted Preliminary English Testing (PET) practice designed by Cambridge ESOL during in-class sessions & tests. A *Cambridge Preliminary (PET)* qualification shows that you have mastered the basics of English and now have practical language skills for everyday use. This is the Common European Framework of Reference B1 level:

CEFR B1 – Cambridge free of charge on-line grammar and vocabulary practice

1. CAMBRIDGE ENGLISH: PRELIMINARY ENGLISH TESTS (PET)
<http://www.examenglish.com/PET/>
2. PET GRAMMAR
https://www.examenglish.com/grammar/b1_grammar...
3. PET VOCABULARY (List)
<http://www.cambridgeenglish.org/images/84669-pet-vocabulary-list.pdf>
4. PET *OBJECTIVE* VOCABULARY (List)
<http://www.pdfdrive.net/objective-pet-wordlist-with-definitions-cambridge-university-press-d6625056.html>

B1 is one of the CEFR levels described by the Council of Europe.

The ability to express oneself in a limited way in familiar situations and to deal in a general way with non-routine information.

Examples:

1. Can ask to open an account at a bank, provided that the procedure is straightforward.
2. Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
3. Can deal with most situations likely to arise while traveling in an area where the language is spoken.
4. Can produce simple connected text on topics that are familiar or of personal interest.
5. Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

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CEFR B1: Grammar & Vocabulary topics

B1 GRAMMAR TOPICS	B1 VOCABULARY TOPICS
<p>These are topics you need to study to pass an exam at B1 level, such as Cambridge English Preliminary:</p> <ol style="list-style-type: none"> 1. <u>Adverbs</u> 2. <u>Both, either, neither</u> 3. <u>Broader range of intensifiers: So, such, too, enough</u> 4. <u>Comparatives and superlatives</u> 5. <u>Question tags</u> 6. <u>Conditionals, 2nd and 3rd</u> 7. <u>Connecting words expressing cause and effect, contrast etc.</u> 8. <u>Embedded questions</u> 9. <u>Future continuous</u> 10. <u>Modals - must/can't deduction</u> 11. <u>Modals - might, may, will, probably</u> 12. <u>Modals - should have/might have/etc</u> 13. <u>Modals: must/have to</u> 14. <u>Past continuous</u> 15. <u>Past perfect</u> 16. <u>Past simple</u> 17. <u>Past tense responses</u> 18. <u>Phrasal verbs, extended</u> 19. <u>Prepositions of place</u> 20. <u>Present perfect continuous</u> 21. <u>Present perfect/past simple</u> 22. <u>Reported speech (range of tenses)</u> 23. <u>Simple passive</u> 24. <u>Wh- questions in the past</u> 25. <u>Will and going to, for prediction</u> 	<p>http://www.examenglish.com/vocabulary/B1_vocabulary_topics.htm</p> <p>All the words in this section are in the Cambridge PET word list. These are the important words you need to know to pass an exam at B1 level.</p> <ol style="list-style-type: none"> 1. Appliances 2. Buildings 3. Clothes 4. Colours 5. Education 6. Entertainment and Media 7. Environment 8. Food and Drink 9. Health, Medicine and Exercise 10. Hobbies and Leisure 11. House and Home 12. Language 13. <u>Personal Feelings, Opinions and Experiences</u> 14. Places: Countryside 15. Places: Town and City 16. Services 17. Shopping 18. Sport 19. Technology and Communications 20. The Natural World 21. Travel and Transport 22. Weather 23. Work and Jobs <p>Vocabulary learning tips</p> <ul style="list-style-type: none"> ➤ Read as much as possible. If you come across a word you don't know, write it down or look it up. ➤ Use a dictionary. Many browsers include dictionaries. If you are reading online, you may be able to right-click on a word to look it up. ➤ Sign up for a 'word-a-day' e-mail. ➤ Think of ways of remembering words. Do they sound like a word in your own language? ➤ Remember words are often used together with other words. Try to learn these 'collocations'.

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CEFR A2: Grammar & Vocabulary topics – supplement

A2 GRAMMAR TOPICS	A2 VOCABULARY TOPICS
These are topics you need to study to pass an exam at A2 level	These are topics you need to study to pass an exam at A2 level
<ol style="list-style-type: none"> 1. Adjectives – comparative, – use of than and definite article 2. Adjectives – superlative – use of definite article 3. Adverbial phrases of time, place and frequency – including word order 4. Adverbs of frequency 5. Articles – with countable and uncountable nouns 6. Countables and Uncountables: much/many 7. Gerunds 8. Going to 9. Imperatives 10. Modals – can/could 11. Modals – have to 12. Modals – should 13. Past continuous 14. Past simple 15. Phrasal verbs – common 16. Possessives – use of ‘s, s’ 17. Prepositional phrases (place, time and movement) 18. Prepositions of time: on/in/at 19. Present continuous 20. Present continuous for future 21. Present perfect 22. How Questions 23. Verb + ing/infinitive: like/ 24. want-would like 25. Wh-questions in past 26. Will /won't 27. Zero and 1st conditional <p>You can also see which grammar topics are associated with other CEF levels.</p>	<ol style="list-style-type: none"> 1. Accommodation 2. Description of people 3. Description of places 4. Holidays 5. Transport 6. Weather 7. General Quiz

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Health Care Assistants' bespoke English programme in a nutshell

Aims & purpose:

- ❖ Entrepreneurial attitude + business apparel
- ❖ Building confidence in communicating effectively with staff and clients in an international multi-cultural work environment
- ❖ ***The Blended Approach to Teaching & Assessment includes:***

- ❖ Master classes (TROV)
- ❖ (In)Formal Correspondence
- ❖ Business Communication Techniques
- ❖ Formal Presentations & Instructions
- ❖ Situational dialogues, simulations & in-tray assignments
- ❖ Individual, Pair- & Team work

- ❖ Poster, brochure, flyer, pamphlet design
- ❖ Tests – written & verbal (formative & summative)
- ❖ Teachers take secondments in industry/universities

Wish list:

- Formal Business Report Re: traineeship
- Cascading Training

Subject-specific (vocational)

1. Customer service:
Developing effective communication
 - ❖ over the telephone
 - ❖ face-to-face
 - ❖ body language
 - ❖ sign language
2. Health, security & safety in the workplace
3. Vocational experience (formal report)
4. Coping with change
5. Working with medication
Pain, symptoms & drugs
6. Nutrition & Obesity
7. Personal & professional development
8. Contemporary issues (projects)

Generic (general)

Skills:

CE @ CEFR B1 = 50% grade

1. Reading
- +
2. Listening

TOA SCHOOL EXAMS @ CEFR A2 = 50% grade

3. Speaking:

- ❖ Presenting information PPT
- ❖ Business conversation

4. Writing:

- ❖ E-mail/letter
- ❖ Standard Form
- ❖ Short report/creative writing



Cascading Training



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OVERVIEW

NP - Health Care Assistants' Bespoke English Programmes

Year 2 90 mins/ 2wks	Period 1	Period 2	Period 3	Period 4
	Career Path English	Career Path English	Career Path English	Career Path English
	Exam training	Exam training	Exam training	Exam training
Year 2 90 mins/ 2wks	Period 1	Period 2	Period 3	Period 4
	Career Path English	Career Path English	Career Path English	Career Path English
	Exam training	Exam training	Exam training	Exam training
Year 3 90 mins/ 2wks	Period 1	Period 2	Period 3	Period 4
	Career Path English	Career Path English	Career Path English	Career Path English
	CEFR B1 'CE' Exam training:	CEFR A2 TOA School exam Speaking 2: Interaction	CEFR A2 TOA School exam	CEFR A2 TOA School exam
	❖ Reading & Listening	Practising writing assignment briefs → P3 TOA	Writing: a) Letter / e-mail b) Standard form c) Creative writing	RECAPITULATION & STRETCHING PART OF THE SUBJECT-SPECIFIC ENGLISH PROGRAMME
	FINAL EXAM @ Diamantlaan: ❖ T2 (X-mas)			TOA Resit Examination Opportunities

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