



English Faculty

*Invest **2** Divest*



@Your Service



Health Care Assistants

Your Privacy Our Priority

**Welcome
Aboard!**

The
Bespoke HCA's
English Programmes

Build Confidence Better Results

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



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 / General Practitioner's Assistant

The most important things 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 reliable 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
- ❖ a 100% attendance record
- ❖ the appreciation to Dress to Impress & Dress for Success 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 (language 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:

	General English: @ CEFR A2 & B1 level	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!
	Professional Vocational English in Health Care @ CEFR A1, A2 & B1 level	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!

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

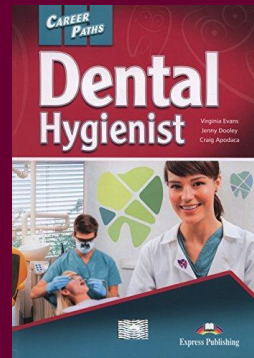
Career Paths English: Dental Hygienist, Physician Assistant and Medical are new educational sources for medical professionals, who want to improve their English communication skills in an international multi-cultural work environment. Incorporating career-specific vocabulary and contexts each unit offers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

- READING
- LISTENING
- SPEAKING
- WRITING

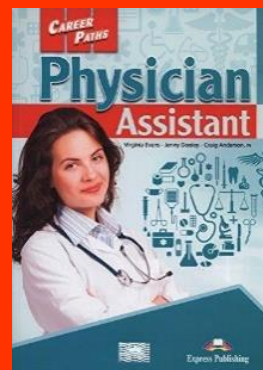
Career Paths English address topics pertaining to the students' future careers.

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

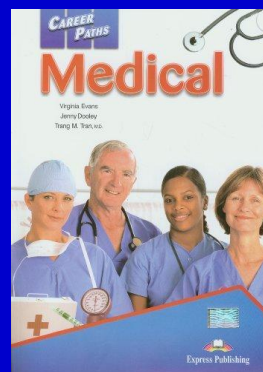
Every unit includes a test of reading comprehension, vocabulary and listening skills and leads students through written and verbal production.



TA



DA



AA





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.

IMPORTANT - FINAL ENGLISH EXAMS PRACTICE!

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’ = reading and listening @ CEFR B1 (see below!).

NOTE: due to timetabling students are required to practice these exams on line outside dedicated in-class sessions (→ homework). The second set of exams are the TOA Institute Examinations, that is writing, presenting information and a situational dialogue @ CEFR A2.

The Dutch ‘CE’ Practice Exams are on-line available on:

1. <http://oefenen.facet.nl/facet/pages/oefen/start/>
2. <https://www.uitgeverij-deviant.nl/methodes/examencoach-engels-licentie-voor-12-maanden/>

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:

3. <http://www.cambridgeenglish.org/exams-and-tests/preliminary/>

‘The Cambridge English qualifications are the most valuable English language qualifications in the world. They are trusted by over 20,000 organisations worldwide and backed by world-class research.

Recognising our exams and teaching qualifications makes it easier to describe the language skills your organisation or institution needs. It also can help raise your profile with the millions of candidates who already have those skills’.

CEFR B1	CEFR B2
<ol style="list-style-type: none"> 1. Preliminary English tests (PET) 2. PET VOCABULARY 3. PET <i>OBJECTIVE</i> VOCABULARY 4. From Paragraph to essay 5. http://www.examenglish.com/PET/ 	<ol style="list-style-type: none"> 1. First Certificate English tests (FCE) 2. Language Leader Intermediate – CEFR B1 – B2 3. http://www.examenglish.com/FCE/

IMPORTANT!

You will be invited by e-mail to sit your English ‘CE’ in November (‘Termijn 2’)
If and when your score is < 6.0 you are entitled to register yourself and apply for a re-sit ‘Centraal Examen’ on-line.

Attendance

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





The bespoke HCA English Programme in a nutshell

	<h3>Health Care Assistants' bespoke English programme</h3>																		
<p>Aims & purpose:</p> <ul style="list-style-type: none"> ❖ Entrepreneurial attitude + business apparel ❖ Building confidence in communicating effectively with staff and clients in an international multi-cultural work environment 																			
<p>The Blended Approach to Teaching & Assessment includes:</p>																			
<ul style="list-style-type: none"> ❖ Master classes ❖ (In)Formal Correspondence ❖ Business Communication Techniques ❖ Formal Presentations & Instructions ❖ Situational dialogues, simulations & in-tray assignments ❖ Individual, Pair- & Team work 		<ul style="list-style-type: none"> ❖ Poster, brochure, flyer, pamphlet design ❖ Tests—written & verbal (formative & summative) ❖ Teachers' secondments in the industry/universities <p>Wish list:</p> <ul style="list-style-type: none"> ❖ Formal Business Report Re: traineeship ❖ Cascading Training 																	
<p>Subject-specific (vocational)</p>		<p>Generic (general)</p>																	
<ol style="list-style-type: none"> 1. Customer service = Developing effective communication <ul style="list-style-type: none"> ❖ Posture ❖ Personal hygiene ❖ over the telephone ❖ face-to-face ❖ body language ❖ sign language 2. Health & safety in the workplace 3. Vocational experience (formal report) 4. Coping with change 5. - Working with medication. - Pain – Wong/Baker scale - Diseases: cause, symptoms - Drugs + side effects 6. Nutrition & obesity 7. Personal & professional development 8. Contemporary issues (projects) 		<p>Skills:</p> <p><u>'Centraal Examen' @ CEFR B1</u></p> <table border="0"> <tr> <td>1. Reading + Listening</td> <td style="text-align: right;">50%</td> </tr> </table> <p><u>TOA SCHOOL EXAMS @ CEFR A2</u></p> <table border="0"> <tr> <td>2. Speaking:</td> <td></td> </tr> <tr> <td> 1. presenting information → PowerPoint</td> <td style="text-align: right;">12,5%</td> </tr> <tr> <td> 2. business conversation</td> <td style="text-align: right;">12,5%</td> </tr> </table> <table border="0"> <tr> <td>3. Writing – three assignments:</td> <td style="text-align: right;">25%</td> </tr> <tr> <td> 1) E-mail / letter</td> <td></td> </tr> <tr> <td> 2) standard Form</td> <td></td> </tr> <tr> <td> 3) short report / creative writing</td> <td></td> </tr> </table>		1. Reading + Listening	50%	2. Speaking:		1. presenting information → PowerPoint	12,5%	2. business conversation	12,5%	3. Writing – three assignments:	25%	1) E-mail / letter		2) standard Form		3) short report / creative writing	
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		<p>Cascading Training</p>																	

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<p>Gezondheidszorg & Welzijn</p>	<h2 style="margin: 0;">Health Care Assistants' bespoke English programmes</h2>	<p><i>Your Future</i></p> <p><i>Our Job</i></p>
	<p>Yearly overview of:</p>	<ol style="list-style-type: none"> 1. Regular 3-year course 2. Fast-track 2-year course

Year 1	Period 1.1	Period 1.2	Period 1.3	Period 1.4
4 periods @ 90 mins p/w	Career Path English	Career Path English	Career Path English	Career Path English
	Exam training	Exam training	Exam training	Exam training

Year 2	Period 2.1	Period 2.2	Period 2.3	Period 2.4
2 periods @ 90 mins p/w	Career Path English		Career Path English	
	Exam training		TOA SCHOOL EXAM - CEFR A2 ❖ SPEAKING 1: PRESENTING INFORMATION'	

Year 3	Period 3.1	Period 3.2	Period 3.3	Period 3.4
2 periods @ 90 mins p/w	HOMEWORK CEFR B1 'CE' Exam training: Reading + Listening	CEFR B1 'CE' Exam training: Reading & Listening	TOA SCHOOL EXAM CEFR A2 ❖ WRITING: 1) Letter / e-mail 2) Standard form 3) Creative writing	
	TOA SCHOOL EXAM - CEFR A2 ❖ SPEAKING 2: INTERACTION / CONVERSATION			

