

DRUG TRAINING PROGRAMME

Introduction:

This training programme is taken from the accredited training course for Hope UK paid and voluntary drug educators. The whole course consists of nine units – six of which we are making available here. The six units cover various aspects of drug information. You can choose to do just the ones that are of interest to you, or all of them.

How the training works:

This part of the programme involves completing any or all of the distance learning units

Unit	Credit Value
Drug Effects	2
Drug names, appearance and methods of use	1
Drugs and the brain	1
Drugs, the law and government policy	1
Effects of drug use on others	2
Reasons for drug use	2

Hope UK Accredited Drug Training Programme

These distance learning units are accredited with the Open College Network London (OCN London). Each unit is at level 2.

You have one worksheet for each unit. All the information you need to complete the worksheets is within this section of the website. You can obviously do wider reading, but you do not need to. These worksheets should be returned to Hope UK for assessment. Please inform us if you plan to submit work, so we can plan accordingly.

You only need to answer the question! Usually, the size of the space left indicates how much we are looking for. Often, we have used numbered bullet points to show you how much we are wanting in your answer. If you are uncertain, contact enquiries@hopeuk.org and someone will get back to you.

The policies below were written with the whole programme in mind – so some will be irrelevant. If you have any concerns about the assessment, please initially contact enquiries@hopeuk.org and your e-mail will be forwarded to the relevant person.



Assessment Policy

1. In assessing the work of the learner, Hope UK aims to ensure that a variety of assessment methods are used and that a learner can choose assessment methods to enable him/herself to demonstrate their achievement successfully.
2. Assessment methods will include - written /oral tests, worksheets, observation, peer assessment, evaluation by client group and participation in group activities (e.g. role-play).
3. Learners will be able to receive continuous assessment and re-sit anything they do not achieve the first time. There is no limit for this and a learner may take as long as they need.
4. Once a learner has put together their portfolio of evidence (most of which will have already been assessed) the portfolio will be assessed, where possible, by someone not directly involved in supporting the learner put together the portfolio in the first place.
5. Assessment may take place during training weekends, i.e. an activity where a member of staff observes the learner working with a client group, or a learner can send work in to be assessed. Portfolios are sent in to Hope UK for assessment; we will help with the cost of postage if necessary.
6. We will use the OCN recommended forms for assessment, relating each activity and assessment to learning outcomes in the relevant unit(s).
7. The learner will get a copy of assessment forms with an opportunity to comment and respond. Marks and records of assessment will be kept in the Activities file for each learner. Records of assessment, as well as the overall assessment and

evidence of Internal Verification, will be kept in the portfolio for the convenience of the moderator.

8. OCN tracking sheets will be used to track learner's achievement of an individual unit and for the programme as a whole.
9. All records of assessment will be kept for a minimum of 5 years.
10. Assessors within Hope UK will have the following requirements:
 - To be education workers within Hope UK
 - To have received relevant training from OCN or another appropriate body
 - To have received internal training about assessment practice within Hope UK
11. Where possible, tutors will be encouraged to obtain the relevant OCN awards.
12. Tutors may not later take a course they have taught in the past.
13. The Internal Verifier may not assess courses – although they are asked to decide in cases where an appeal against assessment has been made.
14. If assessors or internal moderators have a personal relationship or are related to any learner this should be declared and alternative appropriate assessment arrangements made. This would also apply if assessors or internal moderators have any personal or financial interest in the organisations sponsoring learners to attend courses. The assessors and internal moderators cannot assess their own work if they wish to study for an award and alternative arrangements should be made in terms of other staff assessing the portfolios.

Appeals Policy

1. All learners have the right to appeal against an assessment decision
2. Each assessment form has a place for learners to comment, and this may be used to appeal. Learners may also appeal directly to the assessor face to face, by phone, email or letter.
3. If the learner is still unsatisfied with the assessment decision, the appeal will be taken to the Programme Manager and ultimately to the Director.
4. This will be widely publicised to all learners through the introductory literature and during training sessions where assessment will be taking place.
5. The Programme Manager will keep records of appeal along with the decision made.

Plagiarism Policy:

When submitting work to be assessed by Hope UK, you need to make sure all the work you give us is your own.

If you are working on a Level Two Unit based on information Hope UK has given you, it is fine to use information taken from our work, but it must be in your own words – if you copy directly from the text we will consider this plagiarism.

For level three units, you need to use information from wider than just Hope UK materials. Your answers must be in your own words.

- You may NOT copy word-for-word large chunks of a text, paraphrase too closely or download text from the internet.

- You may quote occasionally if necessary, but most of the work must be in your own words. If you decide to quote a sentence or two from a source, you MUST quote it and say where you got the information from.

E.G.

"Dependency describes a compulsion to continue taking a drug in order to feel good or to avoid feeling bad. When this is done to avoid physical discomfort or withdrawal, it is known as physical dependence; when it has a psychological aspect (the need for stimulation or pleasure, or to escape reality) then it is known as psychological dependence.¹"

(Note the quote is in quotation marks, and if you look at the footnote I have shown the reader where I got the quote from).

- Similarly, you must give the source for any statistics, pictures, etc that you use.
- You MAY NOT copy from another learner's work

If you send us work which uses someone else's work as if it is your own (without sourcing) or is just copied from another source, the assessor will stop marking your work and return it all to you to be re-done. If you continue to do this, you will fail the course and not be allowed to re-take.

Accreditation

Where stated, you will gain OCN accreditation for each unit you successfully complete. You will have to submit your assessed work and a completed OCN learner registration form to Hope UK.

¹ <https://www.drugwise.org.uk/dependence/>