**OPEN UNIVERISTY OF MAURITIUS**

Certificate in Social Protection (OUAC005)

Academic year 2022 onwards

This programme documents detail the aims, learning strategies, structure and intended learning outcomes that students should achieve if they fully engage with the learning provided within the programme. The document is intended to support and inform prospective students, current students, academic and support staff, external stakeholders and external examiners.

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| 1. PROGRAMME INFORMATION | |
| Title of final award | **Certificate in Social Protection** |
| Code | OUCA005 |
| Awarding Body | Open University of Mauritius |
| Disciplinary Division | Humanities |
| Programme Manager |  |
| Programme duration | **Certificate Award**  Minimum: One Year  Maximum:  For the above award, all modules of the programme must be completed. |
| Total Credits | 60 credits |
| Credits per year | *Normally 60 credits per academic year*  *Minimum number of credit per semester 18*  *Maximum number of credit per semester is 30* |
| External Accreditors | Not applicable |
| Collaborative Partners | Ministry of Social Integration, Social Security and National Solidarity (Social Security and National Solidarity Division) |
| Programme approval date |  |
| Last revision | Programme developed and approved in 2020 |
| Last update | Not applicable |

| 1. **ENTRY REQUIREMENTS** | |
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| General: | Based on the General Entry Requirements under Direct Entry to Undergraduate Programmes, applicants should fulfil the following conditions:  **OPTION 1**  A pass in English Language at Cambridge School Certificate/ ‘O’ Level or equivalent  **AND**  **EITHER** Pass in:  3 subjects at A-level and 1 subject at subsidiary level at Higher School Certificate Examination;  **OR** Pass in:  2 subjects at A-level and 2 subjects at subsidiary level at the Higher School Certificate Examination;  **OR** Pass in:  3 subjects at A-level at the London General Certificate Examination.  **OR** any other qualifications acceptable to OU. (refer to OU general rules and regulations)  **OPTION 2**  Submission of a comprehensive portfolio for possible recognition of prior learning/experience (RPL/RPE) as an alternative to above along with evidence for the language/numeracy/Information and Communication Technology (ICT) skills required for the programme of study.  **Note:**  • Mature candidates will be considered on their own merit. (refer to OU general rules and regulations)  • Learners who do not qualify under Option 1 may initially register for Foundation Courses offered by OU. (refer to OU general rules and regulations) |

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| 1. **PROGRAMME OVERVIEW** | |
| Aims and Objective of the Programme**:** | The aims are to enable students to develop:   * Knowledge and understanding of Social Protection, theories, methods and research findings; * An awareness of the range services offered in the Social Security System of Mauritius.; * An understanding of individual, social and change in social life; * An understanding for social protection research methods, including issues concerned with the planning, implementation and evaluation of research enquiry and the collection, analysis and interpretation of data; * Improved skills of communication, interpretation, analysis and evaluation; * Skills for further study.   The objective of the programme is as follows:   * Provide SSOs with in-depth knowledge and training on the multiple social assistance programmes and the multi-pillar pension schemes which make up the Social Security System of Mauritius.; * The program will also expose them to the behavioural aspects of society and more particularly of people living in dire conditions, their attitudes and aspirations; * It will enhance their skills and professional competences in understanding people and their conditions which have brought about their vulnerabilities; * They will become more proficient in the delivery of the services provided by the Ministry under its various social protection programs and be more customer-oriented in their approach, thereby reflecting on the quality of service and the clients’ satisfaction. * This certificate course will provide the officers the basic requirement in the performance of their duties. |
| **Intended Learning outcomes:**  After completion of the programme, student will be able to: | |
| Knowledge and Understanding | * Define key concepts of Social Protection in Mauritius. * Analyse the Evolution of Social Protection in Mauritius * Describe the importance of Social Protection and priorities by the Ministry * Interpret and implement existing laws and regulations and policies of the Ministry |
| Cognitive Skills | * Evaluate the values of Social Protection and core principles of Social Protection * Apply standard operating Procedures * Abide to ethical standards and behaviour |
| Practical/  Professional Skills | * Develop the abilities of the student with regards to the different roles that the workers undertake * Identify the changes that is likely to impact the roles of the officer * Reflect the importance of proper management and effective delivery services. |
| Transferable Skills | * Demonstrate officer’s ability to solve problems and relate to the achievement of goals. * Develop good communication skills for the effective and efficient delivery of quality services * Organise and plan work thus resulting in effective time management to boost productivity. * Demonstrate a strong work ethics, leading to positive approach to work * Demonstrate empathy towards clients and show awareness of the social strata of vulnerable groups. * Develop interpersonal skills. |

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| 1. **PROFESSIONAL, STATUTORY AND REGULATORY BODIES (where applicable)** |
| Not applicable |

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| 1. **LEARNING AND TEACHING STRATEGY** |
| The programme is run on a blended-learning mode combining face to face learning interactions with e-learning. Using practical and hands-on approaches to learning, participants will be given the opportunity to develop knowledge in youth and development related areas through learning activities geared towards developing analytical and critical thinking.  **Learning and teaching methods:**  Students will be provided with opportunities to engage in a diverse range of learning environments so as to maximise their learning. For this programme students will interact with their tutor and their fellow students mostly through the e-platform.  The e- platform will use the following tools:   * Online activities: for every unit covered in each module students will be given opportunities to complete interactive learning activities including discussion forums, quizzes, field trips, webinars and problem-solving activities. Students will be encouraged to work independently but also to engage in collaborative work. * Independent study: Independent study forms an essential part in the development of your knowledge and understanding. We will guide you, via the e-platform, on the reading and reflection of primary and secondary texts. Students should use this independent study time to link knowledge with e-class and face-to-face activities and develop their own understanding and critical perspective on the topics they are studying.   **Strong experimental/practical elements that learners need to grasp.**  We also offer optional face-to-face sessions.  The face-to-face sessions are an opportunity to untangle complex concepts and provide students with an opportunity to apply the knowledge acquired in the preceding weeks. During the face-to-face sessions students can be expected to:   * Engage in discussions around youth development activities * Engage with reading material to engage in class discussions * Review core/complex concepts through applied work. |

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| **Overall Workload:**  Your overall workload as a student consists of independent learning, e-learning activities and, if you choose to, face to face sessions. The following gives you an indication of how much time you will need to spend on the different components of your programme at each level. Each ECTS credit taken equates to 25 hours of study time.  The expected study time for this programme will be as follow:  Year 1: 1,500 hours for 60 ECTS credits.  Typically, you will spend 0-10% of your time in face to face session, 30-40% of your time engaging with e-learning activities and 60% of your time in independent study time.  A typical study week for a student will involve some optional face to face sessions, required engagement in online discussion forum, the completion of online activities and independent study time to review attached readings, textbooks and relevant sections of the module document. Students should expect to devote 8 to 12 hours of study time per week per module.  These are indicative and may vary from student to student. |

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| 1. **ASSESSMENT STRATEGY** |
| **Assessment Methods** |
| A range of formative and summative assessment exercises are designed to enable you to demonstrate and apply your knowledge and understanding.  Most modules will consist of a Tutor Marked Assessment component and an examination. TMAs include:   * Tests * Essays * Written projects * Practical projects * Exercises and problem sets * Webinars * Team projects   In addition to TMAs, this programme includes final examination for all modules except the Final year dissertation module.  TMA: 30% Examination: 70% (unless specified otherwise)  Assessment mapping: See Appendix page 11-12 |

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| **Academic Feedback** |
| Throughout the course of your studies, tutors will provide informal feedback on your online activities and class contributions. Feedback may be individual or provided to the class as a whole.  Each summative assessment will be accompanied by detailed marking criteria and marking scheme detailing the expectation of the assessment at each grade classification level. Feedback on assessment will be provided along the marking criteria. Marking criteria will be made available to the student at the same time as the assessment details.  Students will receive written individual feedback on all TMA components.  The University Policy on Assessment Feedback and Guidance on provisional marks can be found in the General Rules. |
| **Late submission, Extension and Re-sit Policy** |
| The University Policy on Late Submission, Extension and re-sits can be found in the General Rules. |
| **Special Circumstances** |
| The University Policy on Special Circumstance can be found in section in the General Rules. |
| **Continuous assessment and Exam Regulations** |
| The University Regulations on Continuous Assessment and Examination can be found in the General Rules. |

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| 1. **ACADEMIC MISCONDUCT** |
| As a safeguard to the quality and standard of Open University’s qualifications and awards, the university takes any incidence of academic misconduct seriously and will investigate any reported case.  Academic Misconduct refers to any activity where a student, through unpermitted means, seeks to gain an advantage in the completion of an assessment. Any unpermitted action will be considered as academic misconduct when occurring during a formal examination, a TMA, or any other form of assessment considered by Board of Examiners and undertaken in pursuit of a University qualification or award.  **Plagiarism** (using, intentionally or unintentionally another’s person work and presenting it as its own) will be systematically checked through automated plagiarism detection software: Turnitin.  **For a list of all academic misconducts see section 23.3 of the University Regulations.**  **Any suspected cases of academic misconduct will be reported and investigated. Academic misconduct offences, may lead to suspension or expulsion from the University.**  The University Regulations on Academic Misconduct can be found in the General Rules. |

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| 1. **PROGRAMME STRUCTURE** | | | | |
| C= Core i.e. modules which must be taken to be eligible for the award  S1 = Semester 1  S2 = Semester 2 | | | | |
| **Year 1 – Level 5 (NQ-MQA) – Short cycle Introductory (QF-EHEA)** | | | | |
| **Code** | **Module Title** | **Type** | **Semester** | **Credits** |
| OUAC005111 | Nature and History of Social Work | Core | S1 | 7.5 |
| OUAC005112 | Applied psychology for Social Work | Core | S1 | 6 |
| OUAC005113 | Academic Literacies | Core | S1 | 3 |
| OUAC005114 | Social Welfare Services | Core | S1 | 6 |
| OUAC005115 | Social perspectives: an Introduction | Core | S1 | 6 |
| OUAC005121 | Social Cash Transfers and Social Register of Mauritius | Core | S2 | 6 |
| OUAC005122 | Social Welfare Benefits | Core | S2 | 6 |
| OUAC005123 | Social Insurance and other Schemes and Social Security | Core | S2 | 6 |
| OUAC005124 | Welfare and Protection of Elderly Persons | Core | S2 | 6 |
| OUAC005125 | Ethics and the Law in Social Work | Core | S2 | 7.5 |
| **Credit Total** | | | | **60** |

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| 1. **GRADING** |
| **Grading system:**  Assessments are graded in percentage and correspond to a letter grade and a grade point.  To pass a module, students need an overall of 40% weighted average of their combined continuous assessment (TMA) and examination.   |  |  |  | | --- | --- | --- | | **Marks (x) %** | **Letter Grade** | **Grade point** | | X ≥ 70 | A | 5 | | 60 ≤ X ≥ 69 | B | 4 | | 50 ≤ X ≥ 59 | C | 3 | | 40 ≤ X ≥ 49 | D | 2 | | 40 < X | U | 0 | | Non-graded/pending | See section 17.1.1 in assessment rules and regulation for pending grades letter codes | |   **University general marking criteria for undergraduate exams and undergraduate dissertations can be found in the Undergraduate Handbook.** |
| **Cumulative Point Average (CPA):**  CPA will determine the classification of your degree. Your CPA is the weighted average of your overall mark in each module. The weight being the number of credit attached to each module and your average module mark being the weighted average of the continuous assessment and final exam.  Example:   |  |  |  |  | | --- | --- | --- | --- | | **Module** | **Score % (weighted average continuous assessment and exam)** | **Credit Unit** | **Module score = Credit x score** | | **BAXX1** | **64** | **4** | **64\*4=256** | | **BAXX2** | **71** | **3** | **71\*4=213** | | **BAXX3** | **44** | **4** | **44\*4=176** | | **BAXX4** | **59** | **3** | **59\*3=177** | | **BAXX5** | **82** | **4** | **82\*4=328** | | **BAXX6** | **62** | **8** | **62\*8=496** | | **Total** | | **26** | **1646** | | **CPA = 1646/26=63.31** | | | | |

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| 1. **PROGRESSION, EXIT POINTS AND AWARD** | |
| Progression | 1. If a student fails to achieve 60 credits at the end of a year level, the board of examiners will make a decision with regard to the student’s progression. At its discretion, the board of examiners may:  * allow a student to carry forward up to 15 credits in the following year level in order to retake these units in attendance; * require the student to repeat the year; * award of an exit award once you’ve exhausted all the opportunities to retrieve failed assessment.  1. ***Upon Successful Completion of the Certificate, candidates who wish to join the Diploma/BSc in Social Work will be able to join the second year of the programme.*** |
| Classification of Awards | For the award of the Certificate, all modules of the programme must be completed.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Certificate of Higher Education (CertHe) | Social Protection | MQF Level 5 | Credits 60 | **Distinction:** CPA ≥ 70  **Pass:** 40 ≤ CPA ≤ 69  **No Award:** CPA < 40 | |

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| 1. **STUDENT SUPPORT** |
| * Programme Manager   - Help desk  - Counselling  - Admin support, IT support  - Personal Tutor system or equivalent  - Pastoral care programme |

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| 1. **Have Your Say** |
| Open University values student feedback and students will be given opportunities to have their say on their learning experience in the following way:   * Student programme and module evaluation surveys; * Acting as student representative and participate in a range of committees such as the staff-student consultative committee; * Participate in programme validation processes.   The University will respond to student feedback through the following channels:   * Response and action taken following the module evaluation survey will be posted on the e-platform; * Action from minutes will be monitored by the chair of the relevant committees; * Annual programme monitoring process will take into account student feedback; * Programme review process (every five years). |