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**Advancing Competences in the European Senior Service Sector
(2014-1-CZ01-KA202-002058)**

Training course Senior Service Worker: MODULE 3

SYLLABUS

<i>Section I: General course information</i>
Name of the course and identification
Household, living environment and mobility in community based settings for the elderly – M3
Location
Classroom, field work, remote access on-line
Workload
Total 90 hours: <ul style="list-style-type: none"> • Classroom training: 30 hours • Practical training: 30 hours • Self-/on-line study: 30 hours
Certification
Upon successful course completion graduates receive a transnational certification of completing Module 3.
<i>Section II: Purpose of the course</i>
Course description
The module focuses the requirements, tasks and activities for household related services for the elderly in community based settings. The participants acquire comprehensive and specialized knowledge, skills and competence to assess, plan and carry out housekeeping related services based on theoretical foundations.
Course outcomes
The participants acquire <ol style="list-style-type: none"> 1. Knowledge <ul style="list-style-type: none"> • Factual knowledge of housekeeping related services (meals, beverages, house cleaning, washing laundry, housing design, standards of hygiene, health and safety protection) and mobility; • Specialised knowledge about supply and mobility problems of the elderly in home and community based settings; • In-depth knowledge of the importance of life quality in the living environment; • Knowledge about facilities, institutions and service system related to household and mobility services for the elderly in home and community based settings. 2. Skills <ul style="list-style-type: none"> • Cognitive and practical skills to assess requirements and needs of housekeeping, domestic help and mobility services for the elderly, in consideration of their resources, biographical and cultural references and participation;



- Cognitive and practical skills to advise the elderly and their families / relatives on their home requirements and support in everyday tasks;
- Practical skills to cooperate with other actors and networks in the community and exploit the service system (housekeeping and mobility services);
- Cognitive and practical skills to develop creative solutions to problems related to housekeeping services and mobility.

3. Abilities

- Exercising self-management and supervision in context with ongoing changes in the field of health care related services;
- Acceptance of the right of self-determination and autonomy of the clients.

Course goals

Course graduates will be able to perform the following work functions in the senior service field:

- Basics of relevant housekeeping related services such as:
 - Organizing food storage and food preparation;
 - Organizing cleaning and caring of rooms and garden;
 - Organizing the laundry;
 - Ensures standards of hygienic, health and safety protection.
- To apply the concepts of life quality and wellbeing for the elderly in community based settings;
- To provide counselling and advice of elderly and relatives in household related services;
- To apply concepts and methods of encouraging social contacts;
- To carry out activities in accordance with ethical principles, quality and safety recommendations;
- To provide quality planning and assistance to special mobility and transportation needs of senior clients.

Key competences

Achieving course objectives will be substantially supported by additional development of the following key competences (transversal competences) during the course:

- Social and civic competences ¹⁾
- Digital competence ²⁾
- Learning to learn ³⁾

Course pre-requisites

To enter this course the following conditions apply to candidates:

1. Either a previous vocational training in a related field of study; or
2. Successful completion of the Basic Module.

Section III: The learning environment

Teaching methods

Classroom education

- theoretical and practical instruction
- case work
- practical exercises
- blended learning



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- Practical training
- work-based training in HCBS
 - field trips
- On-line training
- self-study (e-learning)
 - on-line testing and assessments

Required materials

Trainee manual for the course, provided by ACE partnership

Section IV: Time schedule/course plan

Learning units and allocated time

	class hrs.	field hrs.	self-hrs.
Cognitive and practical skills to assess requirements and needs of housekeeping, domestic help and mobility services for the elderly	8		5
Cognitive and practical skills to advise the elderly and their families/relatives on their home requirements	8	15	7
Supply and mobility problems of the elderly	6		7
Facilities, institutions and service systems related to household and mobility services	4	15	6
Concepts and methods of learning and study techniques	4		5
Total:	30	30	30

Course programme

The course will start with a 16 hour in-class instruction introductory block. It will be followed by 15 hours of course field work. Each trainee will get a mentor assigned to him/her for the remaining duration of the course, who will guide the trainee through practical activities of the course. After completing 10 hour-long second block of in-class instruction the other 15 hours of field work will take place and the remaining 4 hours of class training will complete the course.

Section V: Assessment/Examination procedures

Assessments

Each in-class learning unit will be completed by an examination/assessment, which will verify trainees' progress towards accomplishing the course objectives. The following formats may be utilized during testing/assessments:

- on-line testing (multiple choice method)
- writing a paper/essay (may be submitted on-line)
- written examination (in-class)
- oral examination

There will be a separate examination procedure conducted for course field work.

Assessments will consist of:

- field work review of the trainee by a coach/mentor
- field work report or essay on practical aspects of social work



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Grading
To complete the course students must pass all prescribed tests/assessments.
Class presence policy
In accordance with the local standards.
<i>Section VI: Additional information</i>
On-line course access
Students will have an account set up to facilitate their e-learning self-study, blended learning and on-line testing during the course.
Field coursework
There is no fixed format of the course field work. It may take place under various arrangements, provided required time allocation is fulfilled and study topics covered.
Special needs
Provisions may be arranged to accommodate disabled students in order to take part in the course.

¹⁾ **Social and civic competences.** Social competence refers to personal, interpersonal and intercultural competence and all forms of behaviour that equip individuals to participate in an effective and constructive way in social and working life. It is linked to personal and social well-being. An understanding of codes of conduct and customs in the different environments in which individuals operate is essential. Civic competence, and particularly knowledge of social and political concepts and structures (democracy, justice, equality, citizenship and civil rights), equips individuals to engage in active and democratic participation.

²⁾ **Digital competence** involves the confident and critical use of information society technology and thus basic skills in information and communication technology.

³⁾ **Learning to learn** is related to learning, the ability to pursue and organise one's own learning, either individually or in groups, in accordance with one's own needs, and awareness of methods and opportunities.