

Course unit title	SOCIAL SERVICES AND DOCUMENTATION
Course unit code	SD(SK)/2-7.3
Type of course unit	Compulsory
Level of course unit	First cycle
Year of study (if applicable)	Second year
Semester/	Spring semester
Number of ECTS credits allocated	6 ECTS
Learning outcomes of the course unit	<p>Upon completion of the course unit, students will be able to:</p> <p>LO1. Analyse the social services system, its infrastructure, organisation and provision principles.</p> <p>LO2. Identify groups of social service recipients and assess the needs of vulnerable social groups.</p> <p>LO3. Apply legal acts regulating social services when solving clients' social problems.</p> <p>LO4. Analyse innovative social services and community-based social support opportunities.</p> <p>LO5. Prepare and evaluate social service plans and projects for specific target groups.</p> <p>LO6. Apply the principles of social assistance process documentation, ensuring information security and confidentiality.</p> <p>LO7. Prepare, analyse and manage social service documentation in accordance with legal requirements.</p>
Mode of delivery	Blended learning
Prerequisites and co-requisites	Introduction to Social Work; Fundamentals of Social Work; Social Work with Clients; Methods of Social Work.
Course contents	Social services infrastructure. Principles of organisation and provision of social services. Concept and types of social services. Groups of social service recipients. Vulnerable social groups and social exclusion. Community-based services and innovative social services. Preventive social services. Integrated care, nursing and family support services. NGO activities and social services. Social assistance process documentation. Functions and legal regulation of documentation. Information security and confidentiality. Standardised and non-formal documents. Documentation rules and requirements. Individual support plans. Methods for recording client changes and documenting social assistance processes.
Planned learning activities and teaching methods	Lectures, seminars, information source analysis, case analysis, group work, project work, practical training, document analysis, discussions, simulations, independent learning and presentations.
Assessment	Intermediate assessments – 50% Project presentation – 40% Feedback assessment – 10%
Language of instruction.	English
Work placement(s)	Utenos kolegija Higher Education Institution Faculty of Medicine