

Unit Title: Personal Study Skills
Unit Level: Level 2
Unit Credit Value: 6
GLH: 48
LASER Unit Code: WJH142
Ofqual Unit Code: M/650/1128

This unit has 5 learning outcomes.

| LEARNING OUTCOMES | | ASSESSMENT CRITERIA | |
|-------------------|--|---------------------|--|
| The learner will: | | The learner can: | |
| 1. | Understand personal study skills. | 1.1 | Describe the importance of personal study skills to include: <ul style="list-style-type: none"> • time management • revision techniques • assignment planning • use of different resources • reading and writing skills |
| | | 1.2 | Describe the ideal environment to support own study. |
| | | 1.3 | Describe the study methods that suit own learning style/s and preferences. |
| 2. | Know how to locate, retrieve and store information. | 2.1 | Describe how to source information relevant to given subjects and/or topics. |
| | | 2.2 | Describe how to set up a filing system to enable storage, retrieval and transfer of information. |
| | | 2.3 | Describe the importance of acquiring information from a trusted, reliable source. |
| 3. | Be able to use and produce written materials for study purposes. | 3.1 | Use skimming and scanning techniques to find information relevant to a given topic. |
| | | 3.2 | Create written notes in different formats. |
| | | 3.3 | Summarise main points from written material. |
| | | 3.4 | Present ideas in a clearly structured, written form. |
| | | 3.5 | Produce a bibliography/reference sources for written work. |
| 4. | Be able to use technology to enhance own learning. | 4.1 | Use appropriate technology to organise and integrate information from different sources. |
| | | 4.2 | Use browsers and search engines to locate required information. |

Unit Title: Personal Study Skills
Unit Level: Level 2
Unit Credit Value: 6
GLH: 48
LASER Unit Code: WJH142
Ofqual Unit Code: M/650/1128

| | | | |
|----|---|-----|--|
| | | 4.3 | Use technology effectively to communicate with others. |
| 5. | Be able to make contributions in discussions. | 5.1 | Contribute effectively during discussions. |
| | | 5.2 | Demonstrate effective listening skills during discussions. |
| | | 5.3 | Reflect on own contribution to discussions identifying: <ul style="list-style-type: none"> • strengths • weaknesses • areas for improvement |

Assessment Guidance:

NA

Additional Information:

NA