

Unit Title: Personal Study Skills
Unit Level: Level 3
Unit Credit Value: 6
GLH: 42
LASER Unit Code: WJH143
Ofqual Unit Code: R/650/1129

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Understand how to develop personal study skills.	1.1	Explain how to develop 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 • critical thinking
		1.2	Evaluate own strengths and weaknesses in relation to study skills and how to improve.
2.	Be able to locate, retrieve and store information.	2.1	Locate information relevant to given subjects and/or topics from trusted, reliable sources.
		2.2	Set up electronic filing system to enable storage, retrieval and transfer of information.
3.	Be able to use and produce written materials for study purposes.	3.1	Use skimming and scanning techniques to: <ul style="list-style-type: none"> • select information • evaluate information • combine information.
		3.2	Plan how to create written materials for study purposes in different formats.
		3.3	Create accurate, detailed, written materials for study purposes in different formats.
		3.4	Make an accurate and organised summary of the main points and ideas on a complex subject.
		3.5	Produce a comprehensive bibliography/reference list for written materials using a recognised

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			system.
4.	Be able to use technology to enhance own learning.	4.1	Use technology to edit, organise and integrate complex information from different sources.
		4.2	Use word processing and/or spreadsheet packages to present complex information in different formats.
		4.3	Use a range of reputable sources to locate required information.
		4.4	Use a range of technology effectively to communicate with others.
5.	Be able to make contributions in discussions.	5.1	Plan for a discussion on a given topic.
		5.2	Contribute effectively during discussion, ensuring to get planned points across.
		5.3	Demonstrate effective listening skills during discussion.
		5.4	Critically evaluate own contribution to discussion to include: <ul style="list-style-type: none"> • strengths • weaknesses • areas for improvement

Assessment Guidance:

NA

Additional Information:

NA