

Entry Level Vocational Certificate

Core Unit Assignment - Improving Your Learning – Entry 2

| | |
|--|--------------|
| Learner's Name: | |
| Registration Number: | |
| Learner's Declaration | |
| I certify that the work submitted for this unit is my own: | |
| Signed: | Date: |

THE FOLLOWING SECTIONS TO BE COMPLETED BY THE ASSESSOR

| | |
|----------------|--|
| Centre Name: | |
| Centre Number: | |

Please note that the assessor's signature below denotes confirmation that he / she has in no way influenced the outcome of the assessment.

| | |
|--|-------|
| Assessor's Name: | |
| Assessor's Signature | |
| Has the unit been Internally Verified? | Y / N |

If the learner has had any assistance during the test, please state the nature of the assistance and who provided it.

| TASK | Date completed |
|----------------|----------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| Unit Completed | |

Improving Your Learning – Entry 2

This assignment enables you to demonstrate that you can:

- Discuss the importance of your learning needs and suggest ways in which you might improve.
- Make a plan for improving your skills within a time-scale; follow the plan and review the outcome.

Task 1

Discuss with your tutor, or another person, about the skills you have and what skills you would like to improve or gain.

Task 2

Discuss with your tutor, or another person, a short-term goal you will set for improvement of your skills.

Task 3

Make a list of places where you can get help, if necessary.

Task 4

Produce a short-term plan with a clear timescale and agree your plan of action with your tutor.

Task 5

Follow your plan and identify what went well and what did not go according to the plan.

At the end of this assignment you must hand in:

| Task | Evidence |
|------|---|
| 1 | A record of your discussion about your skills |
| 2 | A record of your discussion about short-term goals |
| 3 | A list of places where you might get help |
| 4 | A short-term plan of action, with clear time-scales |
| 5 | A record of activities related to the plan, with a short review of what went well and what did not go according to plan |

Improving Your Learning – Entry 2

FOR TUTOR GUIDANCE ONLY – Not for Issue to the learner

| Task | Assessment Guidance – the learner must |
|------|---|
| 1 | Show evidence of awareness of what skills are their own personal skills which might be improved or gained. |
| 2 | Show evidence of how skills might be improved or gained (e.g. practice, training sessions, experience in workplace, classroom etc.) and setting of short-term goals for this. |
| 3 | Produce a record of learner suggestions – local colleges, training courses, workplaces with information on contacts etc (phone numbers, e-mail). At least three places. |
| 4 | Submit a record of a plan – one month, half-term, with a clear time-scale, record of discussion with tutor and details of how progress might be recorded. |
| 5 | Produce a record of the plan being followed - should show details of learner's views on what went well and what did not go according to plan in Task Four. |

The above evidence will enable the learner to demonstrate that they can:

- Show an awareness of their learning needs
- Identify a long term learning goal
- Develop a plan to achieve a learning goal
- Follow and review a plan