|  |
| --- |
| **Improving Own Learning and Performance** |
| **Level 2** |
| Candidate Name: |
| Candidate Number: |
| Course: |
| Assessor: |

****

Written to meet City and Guilds Wider Key skills standards

**Improving Own Learning and Performance level 2 Standard**

The key skills are the skills which are most commonly needed to succeed in a range of activities – at work, in education and training and in everyday life. In developing the key skill of Improving Own Learning and Performance, you will learn to use and adapt your skills confidently and effectively in a range of settings and contexts.

**Progression**

The key skills qualifications are designed to enable you to progress at your own pace. Each level of the key skill above level 1 incorporates and builds on the previous ones. The key skills qualifications not only recognise your current capabilities, they also require you to identify how you can further improve your skills to meet new demands at higher levels**.**

**Part A**

**You need to know how to:**

This section tells you about the techniques and knowledge associated with each key skill. It tells you what you need to learn and practise to feel confident about applying these skills in your studies, work or other aspects of your life.

**Part B**

**You must:**

This section builds on Part A and describes the application of skills. It describes the skills you must show. All of your work for this section will be assessed. You must have evidence that you can do all the things listed in the bullet points.

**To achieve Improving Own Learning and Performance at level 2, you must be able to apply your skills to suit different purposes. You will show that you can:**

* Plan your time well to meet your targets
* Identify when you need support to help you meet targets
* Identify ways you learn best and how to improve your performance.

**Part A – you need to know how to:**

**Help set targets and plan how these will be met**

Work with an appropriate person, such as your tutor, supervisor or adviser, to:

* Make sure you understand how planning and reviewing your learning can help to improve your performance and what is meant by learning styles and evidence of achievement
* Develop an individual learning plan that includes:
  + Targets that say exactly what you want to achieve and how you will prove you have met them
  + provide information to make sure they are realistic; including what might affect your chances of success
  + The action you will take (action points) for each target and dates (deadlines) to help you manage your time
  + How to get the support you need, including who will review your progress, and where and when this will take place.

**Take responsibility for some decisions about your learning**

* Work through your action points to complete these on time, revising your plan when needed to overcome unexpected events or problems
* Choose different ways of learning (learning styles) and decide on the methods that best suit you (eg pictures/diagrams, reading/talking/writing, listening to others, watching or doing something practical)
* Work for short periods without close supervision so you have to take some decisions about your learning
* Identify when you need support and use this effectively to help meet your targets.

**Review progress and provide evidence of achievements**

Work with an appropriate person, such as your tutor, supervisor or adviser, to:

* Identify what you learned and how you used learning from one task to meet the demands of another task
* Identify the targets you have met, by checking your plan to see if you have done what you set out to do
* Identify evidence of your achievements
* Identify ways you learn best (your preferred learning style/s and methods of learning) and how to improve your performance (the quality of your work, the way you work).

**Part B – you must:**

Provide at least **two** examples of meeting the standard for LP2.1, LP2.2 and LP2.3 (each example should cover at least two targets). Overall, show you can use **at least two different ways** of learning to improve your performance.

**Evidence must show you can:**

**LP2.1- Help set targets with an appropriate person and plan how these will be met.**

**2.1.1** Provide information to help set realistic targets for what you want to achieve

**2.1.2** Identify clear action points for each target and how you will manage your time

**2.1.3** Identify how to get the support you need and arrangements for reviewing your progress.

**LP2.2- Take responsibility for some decisions about your learning, using your plan to help meet targets and improve your performance.**

**2.2.1** Use your action points to help manage your time well; revising your plan when needed

**2.2.2** Choose ways of learning to improve your performance, working for short periods without close supervision

**2.2.3** Identify when you need support and use this effectively to help you meet targets.

**LP2.3 - Review progress with an appropriate person and provide evidence of your achievements.**

**2.3.1** Identify what you learned, and how you have used your learning in another task

**2.3.2** Identify targets you have met and evidence of your achievements

**2.3.3** Identify ways you learn best and how to further improve your performance.

**Assessor declaration:**

I declare that the details above are correct, that the evidence submitted is the candidate’s own work and that the candidate meets all of the requirements for this key skill.

Assessor’s name:……………………………………………..

Assessor’s signature:………………………………………. Date:…………………………………………..

Candidate’s name:……………………………………………

Candidate’s signature:……………………………………… Date:…………………………………………..

Internal Verifier’s name:……………………………………

Internal Verifier’s signature:…………………………… : Date:……………………………………………

**Note Part A coverage must also be confirmed (using Part A questions as necessary) before a qualification certificate can be claimed.**

IMPROVING OWN LEARNING AND PERFORMANCE - LEVEL 2

|  |  |
| --- | --- |
| Candidate |  |

Provide at least two examples of meeting the standard for LP2.1, LP2.2 and LP2.3 (each example should cover at least two targets). Overall, show you can use at least two different ways of learning to improve your performance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COMPONENT** | **EXAMPLE 1**  **REFERENCE(S)** | | **EXAMPLE 2**  **REFERENCE(S)** | |
| **LP 2.1: Help set targets with an appropriate person and plan how these will be met** | **Target 1** | **Target 2** | **Target 1** | **Target 2** |
| **LP 2.1.1 : Provide information to help set realistic targets for what you want to achieve** |  |  |  |  |
| **LP 2.1.2: Identify clear action points for each target and how you will manage your time** |  |  |  |  |
| **LP 2.1.3: Identify how to get the support you need and arrangements for reviewing your progress** |  |  |  |  |
| **LP 2.2: Take responsibility for some decisions about your learning, using your plan to help meet targets and improve your performance** | **EXAMPLE 1**  **REFERENCE(S)** | | **EXAMPLE 2**  **REFERENCE(S)** | |
| **LP 2.2.1: Use your action points to help manage your time well; revising your plan when needed** |  | |  | |
| **LP 2.2.2: Choose ways of learning to improve your performance, working for short periods without close supervision** |  | |  | |
| **LP 2.2.3: Identify when you need support and use this effectively to help you meet targets** |  | |  | |
| **LP 2.3: Review progress with an appropriate person and provide evidence of your achievements** | **EXAMPLE 1**  **REFERENCE(S)** | | **EXAMPLE 2**  **REFERENCE(S)** | |
| **LP 2.3.1: Identify what you learned, and how you have used your learning in another task** |  | |  | |
| **LP 2.3.2: Identify targets you have met and evidence of your achievements** |  | |  | |
| **LP 2.3.3: Identify ways you learn best and how to further improve your performance.** |  | |  | |

**Improving Own Learning & Performance Part A questions – Level 2**

Your assessor/tutor will advise which of the following you need to answer (normally all three). You will need to answer these as fully as possible giving examples:

**Section 1**

1. What have you learnt about helping set targets and planning how these will be met?

**Section 2**

2. What have you learnt about taking responsibility for some decisions about your

learning?

**Section 3**

3. What have you learnt about reviewing progress and providing evidence of your

achievements?

|  |  |  |  |
| --- | --- | --- | --- |
| ASSESSOR |  | CANDIDATE |  |
| DATE |  | DATE |  |

**Example 1**

IOLP 2.1

1. What are you going to learn or improve on for this example? You will need to explain why you have chosen this objective. (2.1.1)
2. What would you say your current level of skill or knowledge level is in this area? (2.1.1)
3. Who do you need to help you to set your two learning targets? What is this persons job role? (2.1.1)
4. To make sure that the targets you have set are realistic, what information have you shared with the above person/ people? (2.1.1)
5. What two targets have you set to help achieve your overall learning aim for example 1? (2.1.1)

|  |  |  |
| --- | --- | --- |
| Example 1 | Describe you target | Planned completion date |
| Target 1 |  |  |
| Target 2 |  |  |

1. To help you to achieve your two targets, complete an action plan for each (2.1.2)

**Target 1**

|  |  |
| --- | --- |
| Actions to be carried out: | Planned completion date |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Target 2**

|  |  |
| --- | --- |
| Actions to be carried out: | Planned completion date |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. To help you to achieve your targets you will need some help and guidance:
2. Name some people who you could go to for help and support:
3. Give reasons why you have chosen the above person/people.
4. You may need certain equipment and materials to help you to complete your action plan (2.1.3)
5. What equipment/ materials might you need?
6. Where could you get this equipment from?
7. Along the way you will need to review your plan to make sure that you are progressing towards achieving your targets.

Complete the following table to highlight when you will carry out your reviews.

|  |  |  |  |
| --- | --- | --- | --- |
| Target Number | Review Date | Reviewed by whom? | What will you be looking at? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

IOPL2.2

1. To keep track of your progress, fill in the learning log for each of your targets. You will need to take the action points from your action plans. It is probable that your plans will change along the way so make sure that you make a note of each of these changes in your learning log. (2.2.1)

**Learning Log: Example 1 – Target 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Action Point | Completed on time? | What changes were made? | Why were these changes made? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Learning Log: Example 1 – Target 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Action Point | Completed on time? | What changes were made? | Why were these changes made? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. You will have used lots of different methods to help you to achieve your targets. Tick the methods you have used below and remember to include lots of evidence of these in your evidence section. (2.2.2)

* Watching a demonstration or a video
* Looking at pictures or diagrams
* Reading books, newspapers etc.
* Hearing or listening
* Doing practical work
* Writing or drawing
* Asking questions

1. How has using these different methods helped you to learn and achieve your targets? (2.2.2)
2. When did you work without close supervision or independently? (2.2.2)
3. What support did you receive whilst trying to achieve your targets and how did this help you? (2.2.3)

IOLP 2.3

1. What have you learned and achieved? (2.3.1)
2. How have you used what you have learned to help tackle another task? (2.3.1)
3. Comment on the targets in your action plans that you have met and include evidence of your achievements in your evidence section. (2.3.2)
4. Which ways of learning suit you best and explain why? (2.3.3)
5. How could you improve your learning and performance in the future? (2.3.3)

**Include any evidence you have collected along the way of you achieving your targets in the evidence section**

**Example 2**

IOLP 2.1

1. What are you going to learn or improve on for this example? You will need to explain why you have chosen this objective. (2.1.1)
2. What would you say your current level of skill or knowledge level is in this area? (2.1.1)
3. Who do you need to help you to set your two learning targets? What is this persons rob role? (2.1.1)
4. To make sure that the targets you have set are realistic, what information have you shared with the above person/ people? (2.1.1)
5. What two targets have you set to help achieve your overall learning aim for example 1? (2.1.1)

|  |  |  |
| --- | --- | --- |
| Example 1 | Describe you target | Planned completion date |
| Target 1 |  |  |
| Target 2 |  |  |

1. To help you to achieve your two targets, complete an action plan for each (2.1.2)

**Target 1**

|  |  |
| --- | --- |
| Actions to be carried out: | Planned completion date |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Target 2**

|  |  |
| --- | --- |
| Actions to be carried out: | Planned completion date |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. To help you to achieve your targets you will need some help and guidance:
2. Name some people who you could go to for help and support:
3. Give reasons why you have chosen the above person/people.
4. You may need certain equipment and materials to help you to complete your action plan (2.1.3)
5. What equipment/ materials might you need?
6. Where could you get this equipment from?
7. Along the way you will need to review your plan to make sure that you are progressing towards achieving your targets.

Complete the following table to highlight when you will carry out your reviews.

|  |  |  |  |
| --- | --- | --- | --- |
| Target Number | Review Date | Reviewed by whom? | What will you be looking at? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

IOPL2.2

1. To keep track of your progress, fill in the learning log for each of your targets. You will need to take the action points from your action plans. It is probable that your plans will change along the way so make sure that you make a note of each of these changes in your learning log. (2.2.1)

**Learning Log: Example 2 – Target 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Action Point | Completed on time? | What changes were made? | Why were these changes made? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Learning Log: Example 2 – Target 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Action Point | Completed on time? | What changes were made? | Why were these changes made? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. You will have used lots of different methods to help you to achieve your targets. Tick the methods you have used below and remember to include lots of evidence of these in your evidence section. (2.2.2)

* Watching a demonstration or a video
* Looking at pictures or diagrams
* Reading books, newspapers etc.
* Hearing or listening
* Doing practical work
* Writing or drawing
* Asking questions

1. How has using these different methods helped you to learn and achieve your targets? (2.2.2)
2. When did you work without close supervision or independently? (2.2.2)
3. What support did you receive whilst trying to achieve your targets and how did this help you? (2.2.3)

IOLP 2.3

1. What have you learned and achieved? (2.3.1)
2. How have you used what you have learned to help tackle another task? (2.3.1)
3. Comment on the targets in your action plans that you have met and include evidence of your achievements in your evidence section. (2.3.2)
4. Which ways of learning suit you best and explain why? (2.3.3)
5. How could you improve your learning and performance in the future? (2.3.3)

**Include any evidence you have collected along the way of you achieving your targets in the evidence section**

**Evidence**

**Section**