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| **Improving Own Learning and Performance** |
| **Level 3** |
| Candidate Name: |
| Candidate Number: |
| Course: |
| Assessor: |



Written to meet City and Guilds Wider Key skills standards

**Part A These are the skills you need to know before you begin to complete this Workbook**

**Set targets and plan how these will be met**

* Make sure you understand:
	+ How planning and reviewing your learning, and effective time-management, can help to improve your performance
	+ What is meant by constructive feedback and reflection
* Seek information from appropriate people on ways to achieve what you want to do and identify factors (financial, legal, health and safety, available opportunities, your motivation, other commitments) that might affect your plans
* Develop an individual learning plan that includes:
	+ Targets that say exactly what you want to achieve, how you will prove you have met them and clear action points, using the information you have obtained from appropriate people
	+ How you will manage your time to meet deadlines, use support, review your progress and overcome possible difficulties.

**Take responsibility for your learning and using your plan**

* Manage your time effectively, by prioritising action, dealing with any difficulties to meet your deadlines, and revising your plan to take into account any changed circumstances
* Choose different ways of learning (learning styles) and decide on the methods that best suit you (e.g. pictures/diagrams, reading/talking/writing, listening to others, watching or doing something practical)
* Work independently at times, so you take responsibility for organising your learning, choosing resources and adapting your approach to meet new demands
* Reflect on your own progress by taking time out to think about what is going well and less well and how you might improve your performance, seeking constructive feedback and relevant support to help you meet targets.

**Review progress and establish evidence of achievements**

* Provide information on:
	+ How you have used your learning from one task to meet the demands of another task
	+ How the quality of the outcome was affected by factors such as your motivation, the learning situation, your choice of learning style(s) and methods, the quality of feedback and support
* Identify targets you have met and gather evidence to support what you say about your achievements
* Consult appropriate people to agree ways to further improve your performance.

**Part B Improving Own Learning and Performance at Level 3**

You must give **ONE example** to show you have improved your learning and performance.

This example must contain **at least THREE *learning targets***i.e. the steps you need to take to achieve what you are setting out to do. You must also use **at least TWO different styles of learning** – a list of these *learning styles* is given in question 13

**Your evidence in this Workbook must show you can:**

**LP3.1 - Set targets using information from appropriate people and plan how these will be met.**

**3.1.1** Seek information on ways to achieve what you want to do and identify factors that might affect your plans.

**3.1.2** Use this information to set realistic targets and identify clear action points.

**3.1.3** Plan how you will manage your time, use support, review progress and overcome possible difficulties.

**LP3.2 - Take responsibility for your learning, using your plan to help meet targets and improve your performance.**

**3.2.1** Manage your time effectively to meet deadlines, revising your plan as necessary.

**3.2.2** Choose ways of learning to improve your performance, working at times independently and adapting approaches to meet new demands

**3.2.3** Reflect on your progress, seeking feedback and relevant support to help you meet your targets.

**LP3.3 Review progress and establish evidence of your achievements.**

3.3.1 Provide information on the ways you have used your learning to new demands and on factors affecting the quality of your outcome.

3.3.2 Identify targets you have met and gather evidence of your achievements.

3.3.3 Consult appropriate people to agree ways 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 3

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|  Candidate |  |

**Provide at least one example of meeting the standard for LP3.1, LP3.2 and LP3.3 (the example should cover at least three targets). Overall, show you can use at least two different ways of learning to improve your performance.**

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| **COMPONENT** | **REFERENCE(S)** |
| **LP 3.1: Set targets using information from****appropriate people and plan how these will be met** | **TARGET 1** | **TARGET 2** | **TARGET 3** |
| **LP 3.1.1: Seek information on ways to achieve what you want to do, and identify****factors that might affect your plans** |  |  |  |
| **LP 3.1.2: Use this information to set realistic****targets and identify clear action points plan how you will manage your time,** |  |  |  |
| **LP 3.1.3: Plan how you will manage your time, use support, review progress and overcome possible difficulties.** |  |  |  |
| **LP 3.2: Take responsibility for your learning, using your plan to help meet targets and improve your performance.** | **REFERENCE(S)** |
| **LP 3.2.1: Manage your time effectively to meet deadlines, revising your plan as necessary** |  |
| **LP 3.2.2: Choose ways of learning to improve****your performance, working at times independently and adapting approaches to meet new demands** |  |
| **LP 3.2.3: Reflect on your progress, seeking****feedback and relevant support to help you meet your targets.** |  |
| **LP 3.3: Review progress and establish evidence of your achievements.** | **REFERENCE(S)** |
| **LP 3.3.1: Provide information on the ways you****have used your learning to meet new demands and on factors affecting the quality of your outcome** |  |
| **LP 3.3.2: Identify targets you have met and gather evidence of your achievements** |  |
| **LP 3.3.3: Consult appropriate people to agree****ways to further improve your performance** |  |

I confirm that the evidence submitted is the candidate’s own work and that it meets all the evidence requirements for this key skill.

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| **ASSESSOR** |  | **CANDIDATE** |  |
|  |  |  |  |
| **DATE** |  | **DATE** |  |
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**Improving Own Learning & Performance Part A questions – Level 3 & Level 4**

Your assessor/tutor will advise on how you should tackle the following question. You will need to answer it as fully as possible giving examples:

**With regard to planning, doing and reviewing, what have you learnt about improving own learning and performance?**

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

**LP3.1**

1. What is it that you would like to improve or learn for this task? You should also highlight your current levels of knowledge and/ or experience which you may have. (3.1.1)
2. You will need to gather information which will help you to achieve your overall aim. What information will you need to gather and where will you get this information from? (3.1.1)
3. What factors might affect your plans? Say why this might be so. (These could be financial, legal, health and safety, available opportunities, your motivation, other commitments, time). (3.1.1)
4. You will need help from others to help you to achieve your overall aim. Who will you ask for information or help and what are the reasons why you have chosen this person / these people? (3.1.1)

**LP3.2**

**5.** Using all the information you have gathered; set yourself **THREE detailed** realistic learning targets that, together, will help you to achieve your overall aim. Write these on your *ACTION PLANS* below, together with **detailed** *ACTION POINTS* for each target.

**(3.1.2)**

**Learning Targets**

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|  | **Learning Targets** |
| **Target 1** |  |
| **Target 2** |  |
| **Target 3** |  |

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| **What needs to be done to achieve my target? (you need to make a note of each step)** | **By when?** | **What support might I need and how could I use this support?** | **What difficulties could I experience and how could I overcome these?** |
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| **Dates when my progress will be reviewed:****1.****2.** | **Name of person reviewing my progress:****(Please complete the ‘Record of Review’ following each review)** |

1. **Target 1 – Action Plan (3.1.3)**

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| **What needs to be done to achieve my target? (you need to make a note of each step)** | **By when?** | **What support might I need and how could I use this support?** | **What difficulties could I experience and how could I overcome these?** |
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| **Dates when my progress will be reviewed:****1.****2.** | **Name of person reviewing my progress:****(Please complete the ‘Record of Review’ following each review)** |

**7. Target 2 – Action Plan (3.1.3)**

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| **What needs to be done to achieve my target? (you need to make a note of each step)** | **By when?** | **What support might I need and how could I use this support?** | **What difficulties could I experience and how could I overcome these?** |
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| **Dates when my progress will be reviewed:****1.****2.** | **Name of person reviewing my progress:****(Please complete the ‘Record of Review’ following each review)** |

**8. Target 3 – Action Plan (3.1.3)**

9. Using your *ACTION PLANS,* you will now need to work through each point to help you to achieve your targets. Carry out any changes or revisions and record below in your LEARNING LOGS. You should also explain the reasons behind why you felt you need to make these changes **(3.2.1)**

**Target 1 Learning Log**

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| **Planned Action Point (see column 1 in action plan for target 1)** | **Completed on time?** | **If you had to make any changes what were they?**  | **Why did you have to make these changes?** |
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**10. Target 2 Learning Log**

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| **Planned Action Point (see column 1 in action plan for target 1)** | **Completed on time?** | **If you had to make any changes what were they?**  | **Why did you have to make these changes?** |
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**11. Target 3 Learning Log**

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| **Planned Action Point (see column 1 in action plan for target 1)** | **Completed on time?** | **If you had to make any changes what were they?**  | **Why did you have to make these changes?** |
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**12.** How will you make sure that you use your time effectively? Give examples. (3.2.1)

**13.** You need to choose at least TWO different styles of learning. Tick the boxes below to show which styles you are using: (3.2.2)

Watching a demonstration or a video €

Looking at pictures or diagrams €

Reading books, magazines or newspapers €

Hearing or listening €

Doing something practical €

Writing or drawing €

Asking questions €

Another way (say what it is) …………………………………………………………..

**14.** Explain why you have decided to choose these ways of learning. **(3.2.2)**

**15.** You have to take responsibility for your own learning. How are you working ‘independently’ and adapting what you do to meet new demands? Give examples. (3.2.3)

**16. a)** In your Action Plans, you noted the arrangements for reviewing progress and for obtaining support. Comment on your progress and refer to any feedback and support you have been given. Include any feedback reports in your portfolio appendix or under section. (3.2.3)

16 b.) – Complete some notes to record the reviews that were undertaken:

**RECORDS OF REVIEW**

**Date of Review: ………………………… Person conducting Review: ………………………………**

**Record of Main Points:**

**Date of Review: ………………………. Person conducting Review: …………………………………**

**Record of Main Points:**

**LP3.3**

17. Explain how you have used what you have learnt in order to help you meet the demands of a new task. Describe what this task was and what the new demands were. (3.3.1)

18. Look back to your *ACTION PLANS.* Explain everything which affected the achievement and quality of your overall aim? If so, what were these factors? These could be your motivation, time, learning situation, resources, choice of learning styles and methods and quality of support and advice. (3.3.1)

19. Explain in detail which of your targets has been achieved? In your portfolio evidence section, include evidence to show what you have achieved. (3.3.2)

20. How could you improve your performance in future? You will need to have sought feedback and advice. Who has given you feedback and what have they said will improve your performance in future? Show that you are both in agreement on this. (3.3.3)

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

**Evidence**

**Section**