

**Unit Title:** Personal Study Skills  
**Unit Level:** Level 3  
**Unit Credit Value:** 6  
**GLH:** 42  
**LASER Unit Code:** WJD549  
**Ofqual Unit Code:** A/504/8129

This unit has 5 learning outcomes.

LEARNING OUTCOMES		ASSESSMENT CRITERIA	
The learner will:		The learner can:	
1.	Know how to locate, retrieve and store information.	1.1	Independently identify resource material for a research topic.
		1.2	Create written notes from written and oral sources.
		1.3	Assess main styles of note-taking in terms of source and preferred style.
		1.4	Use browsers and public search engines to retrieve information.
		1.5	Set up electronic filing systems to enable t location, retrieval and transfer of information.
2.	Be able to read and respond to written materials.	2.1	Use skimming and scanning techniques to: (a) select information (b) evaluate information (c) combine information.
		2.2	Make an accurate and organised summary of the main points and ideas on a complex subject.
3.	Be able to produce written materials for specific purposes.	3.1	Express complex ideas in an understandable manner.
		3.2	Produce fluent written work that uses a grammatical conventions and has limited errors in spelling and punctuation.
		3.3	Plan a well-structured essay that shows a sustained, evidenced and logically argued response to a given title.
		3.4	Produce a well-structured essay that shows a sustained, evidenced and logically argued response to a given title.
		3.5	Produce detailed bibliographies using the Harvard or other recognised system.

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4.	Be able to use basic IT applications to enhance own learning.	4.1	Use IT functions 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 e-mail to communicate with others.
5.	Be able to make appropriate personal contributions in individual and group discussions.	5.1	In different situations: (a) give and obtain information (b) exchange ideas.
		5.2	Organise own contribution to discussions.
		5.3	Take forward a discussion by creating opportunities for others to contribute.
		5.4	Respond to questions resulting from own contribution to a complex topic.

<b>Assessment Guidance:</b>
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NA
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<b>Additional Information:</b>
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