

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 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.

Assessment Guidance:
NA

Additional Information:
NA