



**Unit:
Study and Communication Skills**

**Assignment title:
Paper A**

May 2016

Important notes

- Please refer to the *Assignment Presentation Requirements* for advice on how to set out your assignment. These can be found on the NCC Education website. Click on 'Policies & Advice' on the main menu and then click on 'Student Support'.
- You must read the NCC Education documents *What is Academic Misconduct? Guidance for Candidates* and *Avoiding Plagiarism and Collusion: Guidance for Candidates* and ensure that you acknowledge all the sources that you use in your work. These documents are available on the NCC Education website. Click on 'Policies & Advice' on the main menu and then click on 'Student Support'.
- You **must** complete the *Statement and Confirmation of Own Work*. The form is available on the NCC Education website. Click on 'Policies & Advice' on the main menu and then click on 'Student Support'.
- All electronic media will be checked for plagiarism.

Learner Portfolio

You will use this Learner Portfolio to:

1. Record your learning style/s
2. Evaluate your study skills at the beginning of your study on the module
3. Plan for improvement in areas of weakness
4. Identify your goals for each topic
5. Identify barriers to successful achievement of your goals
6. Devise strategies to help you to overcome those barriers
7. Reflect on your achievements

Task 1 – 10 Marks

Self-evaluation and planning for successful study

You will need to evaluate your own study skills, explaining how you have developed them and how you plan to improve areas that are less well developed. You will need to ask yourself why you have been successful or unsuccessful, why you are strong or weak in certain areas and identify what you need to change or improve. Please remember to:

- Write the date on each entry.
- Make sure you have good handwriting/neatly-formatted typing and strong presentation standards.

Task 2 – 10 Marks

Goal setting

For Topics 2, 3, 4 and 5 you are required to review the Learning Outcomes from that topic and reflect on your own learning, identifying what you achieved, the skills you used and what was successful and/or unsuccessful. You will then set yourself goals that will help you to improve.

Your goals should be SMART:

- **Specific** – you should describe each goal clearly
- **Measurable** – It should be possible to know when you have achieved your goals
- **Achievable** – You should set goals that you can reasonably achieve while you are studying the module
- **Realistic** – You should set goals that are realistic to your abilities and relevant to your study
- **Timely** – You should think about the specific length of time it will take to achieve your goals

Task 3 – 5 Marks

Reflection and re-evaluation

In this task you will be required to reflect on how you have developed your study skills throughout your study of Topics 1 to 8, explain what you consider to have been successful and less successful and what further developmental activity you need to undertake.

Guidance

- You will practice reflecting on, analysing and setting goals during the Study and Communication Skills module. If you are unsure how to write any of the above, you should speak to your teacher.
- **Do not** write about your personal life – details about meeting friends, watching TV or how you spend your free time should not be in your Learner Portfolio.
- You do not need to worry about how well you achieve your goals. You will only be judged on how well you can reflect on and analyse your study skills and abilities and your ability to select appropriate goals.

Submission requirements

The portfolio can be handwritten or typed. It must be in English.

Candidate checklist

Please use the following checklist to ensure that your work is ready for submission.

Have you read the NCC Education documents *What is Academic Misconduct? Guidance for Candidates* and *Avoiding Plagiarism and Collusion: Guidance for Candidates* and ensured that you have acknowledged all the sources that you have used in your work?

Have you completed the *Statement and Confirmation of Own Work* form and attached it to your assignment? **You must do this.**

Learner Portfolio

Task 1

Topic 1

Date:

The survey indicates that my learning style/s is/are:

Which learning tools and teaching methods do you enjoy the most? Give reasons for your answer.

Which learning methods do you least like, and why?

Now use the grid and tables below to:

1) Evaluate your skills and abilities

To begin the process, it is important that you know what study skills and competencies you have already acquired and the level to which they are developed. These may have been acquired at school, in other former study or in previous employment.

Using the grid below, assess your level of competence in each area.

| Competency/ Skill | Low | | | | High |
|------------------------------|------------|---|---|---|-------------|
| Reading | 1 | 2 | 3 | 4 | 5 |
| Note taking | 1 | 2 | 3 | 4 | 5 |
| Writing | 1 | 2 | 3 | 4 | 5 |
| Listening | 1 | 2 | 3 | 4 | 5 |
| Numeracy | 1 | 2 | 3 | 4 | 5 |
| Reflective learning | 1 | 2 | 3 | 4 | 5 |
| Organisational skills | 1 | 2 | 3 | 4 | 5 |
| Time management | 1 | 2 | 3 | 4 | 5 |
| IT skills | 1 | 2 | 3 | 4 | 5 |

(2) Give examples

It is important that you base your evaluation on examples. For example, if you consider yourself to be excellent at reading, what kind of reading or reading material are you basing this on, why is this so and how would you demonstrate this ability?

| Skill/competency | How have you acquired/demonstrated this? |
|-------------------------|---|
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(3) Plan

A key to successful learning is the ability to identify your own individual learning needs. For example, if your ability to be a successful learner is compromised because your organisational skills are poor, what strategies will you put in place to address this? Your ability to evaluate your own study skills and devise plans to improve areas of weakness should continually grow as you progress into further education and study.

Going back to your self-evaluation, consider the competencies/skills which you have identified as being at a lower level and plan how you could improve in those areas. Set out your objectives in the table below. You need not be constrained by the areas in the grid at Stage 1. You may have identified other skills that you would like to develop and you can identify a plan for achieving these.

| Skill/competency | Action plan to develop |
|------------------|------------------------|
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| | |

Task 2

Topics 2 – 5

You should prepare this log after you have completed each topic.

Date:

What are the Learning Outcomes for Topic 2?

What I achieved/didn't achieve in Topic 2 and why.

Skills I used in Topic 2.

Reasons why I think I was successful / unsuccessful.

(Did you complete everything? Achieve your goals? What went well? What didn't work? etc.)

Changes/improvements I need to make.

Date:

What are the Learning Outcomes for Topic 3?

What I achieved/didn't achieve in Topic 3 and why.

Skills I used in Topic 3.

Reasons why I think I was successful / unsuccessful.

(Did you complete everything? Achieve your goals? What went well? What didn't work? etc.)

Changes/improvements I need to make.

Date:

What are the Learning Outcomes for Topic 4?

What I achieved/didn't achieve in Topic 4 and why.

Skills I used in Topic 4.

Reasons why I think I was successful / unsuccessful.

(Did you complete everything? Achieve your goals? What went well? What didn't work? etc.)

Changes/improvements I need to make.

Date:

What are the Learning Outcomes for Topic 5?

What I achieved/didn't achieve in Topic 5 and why.

Skills I used in Topic 5.

Reasons why I think I was successful / unsuccessful.

(Did you complete everything? Achieve your goals? What went well? What didn't work? etc.)

Changes/improvements I need to make.
