

Level 1 Key Skills in Improving Own Learning and Performance

Part A questions



Please complete the following:

Your name

Programme start date

Date registered for key skills qualifications

City & Guilds enrolment number

Date of portfolio completion

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City & Guilds
1 Giltspur Street
London, EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

More information about key skills is available from the City & Guilds key skills website – www.key-skills.org

Introduction

What are these questions for?

When the 2004 key skills standards were introduced it was decided that the key skill of Improving Own Learning and Performance (along with the other 'wider' key skills) should be included on the National Qualifications Framework.

These questions are part of the pilot that allows City & Guilds to issue full qualification certificates to candidates completing the wider key skills. They have been developed with QCA, ACCAC and CCEA, the qualification regulatory authorities for England, Wales and Northern Ireland; all key skills awarding bodies will be using broadly similar questions during 2004-05.

What will I be asked to do?

The Part A questions for level 1 are designed to help confirm that you know how to use the knowledge and understanding listed in Part A of the standard for Improving Own Learning and Performance. Your portfolio will contain examples of at least some of what Part A expects you to be able to do; the questions should be used to show you know how to do those things listed in Part A that have **not** been explicitly demonstrated in your portfolio.

You will need to discuss with your assessor/tutor how many of the questions you need to answer, as well as the amount of detail you need to give. This will depend on how your portfolio has been put together, although you will almost certainly need to respond to **at least** one question from each of the sections on the following pages.

The Part A questions are separate to your portfolio and should only be attempted once your assessor is happy that your portfolio covers all of what Part B of the standard requires you to do. The questions are not a 'test' and are simply to underline that you understand the skills you used and would know how to use them again. You will need to think about the things you did whilst building your portfolio when answering the questions.

Responses to the question(s) must be **entirely** your own work – they cannot be done as a group activity.

How will my answers be assessed?

Your assessor/tutor will assess your responses, and they can be presented in any of the following formats:

- written, either on paper or electronically
- recorded on audio tape
- recorded on video tape
- assessor records answers given.

See next page

Introduction (continued)

Like your portfolio, your responses need to be in a form where somebody other than your assessor/tutor (such as the internal verifier and City & Guilds' external verifier) can see what you have done.

You might be asked to expand or develop your responses with follow up prompts such as 'What if...' or 'How would you...'. Your assessor/tutor will encourage you to give examples of how you would apply your knowledge and understanding.

Part A questions – level 1

Your assessor/tutor will advise which of the following you need to answer (normally at least one from each section):

Section 1

1. What were your targets?
2. Why do you need action points to meet your targets?
3. Why is it important to have deadlines?
4. What information should you include in a learning plan?
5. Why do you think you need to review targets?
6. Who could help you in achieving your targets?
7. How do you know when to ask for support?

Section 2

8. What ways can you use to help you learn, eg reading, listening, doing?
9. Why might you need to change the way that you work?
10. What change or changes can you make to the way that you work?
11. What do you know about the way you learn?

Section 3

12. How do you know you if you have met your targets?
13. What can you do if you need to continue to improve, eg quality of work, the way you work?

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

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