

Entry Level 2 Certificate in Self-development Through Learning (3071)

Modules and evidence records

Below is the list of modules contained in this pack, each module includes a Summary of Achievement:

	Me
200	Me and my learning
201	Keeping safe
202	Being healthy
203	How I present myself
204	How I feel and want to feel
205	What is special to me?
206	Who is special to me?
207	How I am with others
208	Getting help
209	Handling problems
210	Coping with conflict
211	Coping with change
212	Where I come from
	My Space
213	Where I want to be
214	Having somewhere that's mine
215	Having my own personal things
216	Looking after myself
217	Sharing
	Things I do
218	What I do and want to do
219	Managing my time
220	Having fun
221	Handling my own money
222	Learning something new
223	Building on a skill
224	Giving support to others

Entry Level 2 is defined as 'the learner wishes for an improvement in circumstances and is ready to try and move forward'.

The framework, of which Entry Level 2 forms part, is made up of a variety of modules under the headings of 'me', 'my space' and 'things I do'. These have been designed for centres to focus on the individual needs of the homeless and vulnerable and to capture their capacity to learn and develop.

The four phases are not seen as 'levels' but routes to progression either within the same phase or across the phases.

Learners can pick modules across each of the phases according to their individual needs, thus creating a 'spiky' profile.

The **aim** of each module is to provide a supportive learning process tailored to the learners' needs.

The **objective** of each module is threefold:

- firstly, to provide the learner with a clear explanation of what is expected of them
- secondly, to provide a 'teaching programme' for the support worker, or those working closely with the learner, detailing the boundaries within which to plan individual teaching and learning support
- thirdly, as an evidence recording log in which to show where the evidence is located in the learner's portfolio and the date of assessment.

The structure

The **module** gives a clear overview of what is expected of the learner once the module has been successfully completed.

Me

202 Being Healthy

This module is about keeping yourself in good shape.

When you have finished this module you will have shown that you

- *are aware of the risks to poor health*
- *can make positive changes to your lifestyle*

There are **three learning outcomes** for each module at Phase 1 under the heading **'to do this you must...'**. Each of the learning outcomes is 'measurable' and clearly states 'how' the learning can be achieved eg talk, explain, discuss, find out etc

There must be **evidence** to show how the learning outcome is achieved. The types of **evidence** listed are only suggestions and not exhaustive. Types of evidence could include:

- **paper-based** eg report, notes, letter, diary, questionnaire, witnesses statements, assessor records, records of discussion
- **audio and visual** eg recorded discussion/presentation/interview supported by assessor records, diagram, picture, poster, map, photographs
- **artefact** eg product, model, sculpture, display, exhibition

Naturally occurring **evidence** is by far the best and if this is included it must show clearly how the **learning outcome** has been achieved and may need to be supported by an assessment record.

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
---------------------	----------	---	---------------------	------

The **guidance** explains the range within which to plan teaching and learning support to enable the

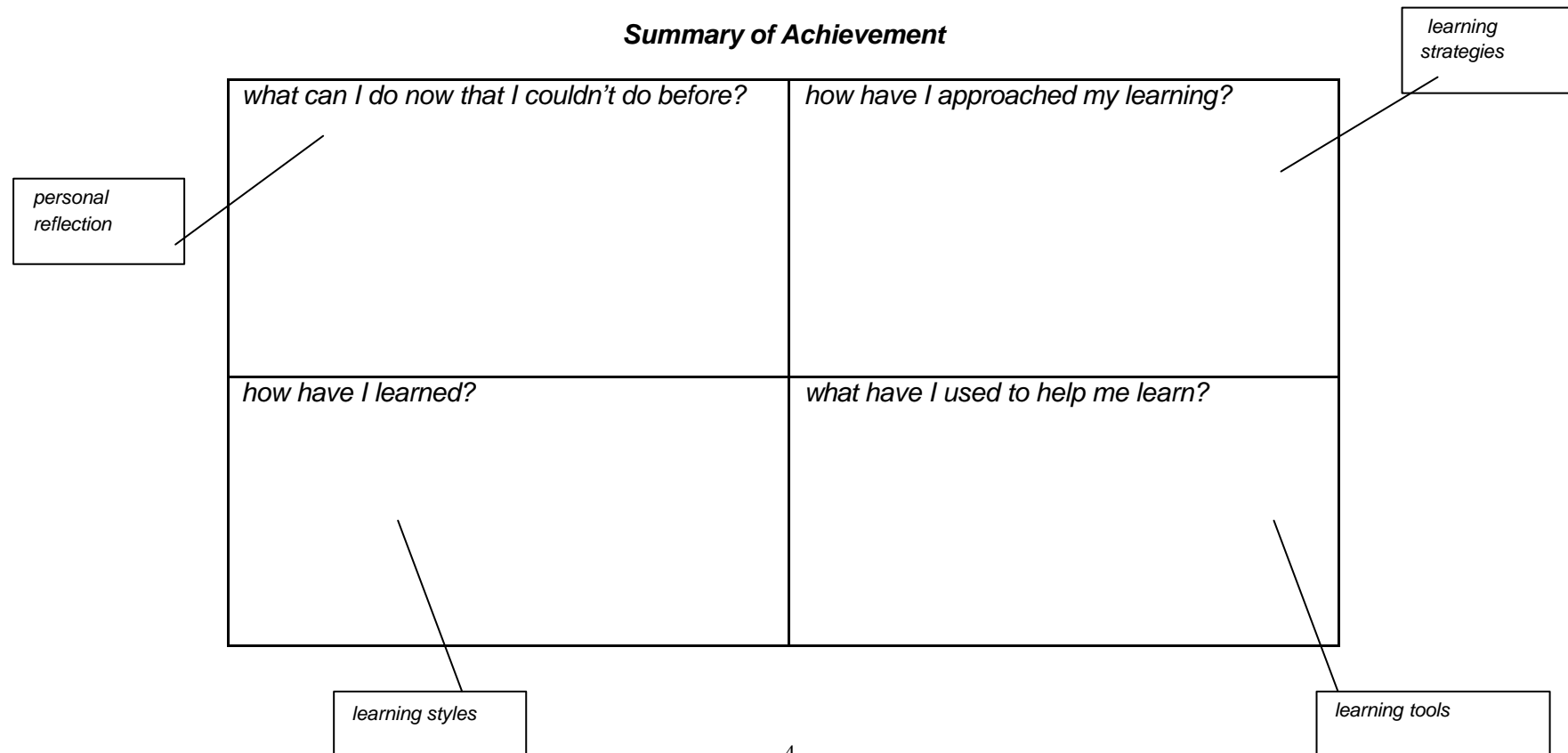
Each piece of evidence must be given a **portfolio reference** eg p.1, p.2 or A, B, C, or 202.1, 202.2 etc and the **date** the **learning outcome** was

Summary of Achievement

On completion of the first part of the module learners should be encouraged to reflect on their learning and, with help, record this on the Summary of Achievement.

The Summary of Achievement is designed to engage the learner through their learning, how they learn and how they take control of their learning. *An example of a completed Summary of Achievement can be found in the Learning Power assessment pack.*

Structure



200 Me and My Learning

Entry Level 2

This module is about developing your skills as a learner.

When you have finished this module you will have shown that you are

- aware of what is out there for you
- thinking logically
- learning from your experiences
- able to listen to understand others

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
<p>1. describe how you are willing to discover the learning available to you</p>	<p>Discovering the learning available to you is about wanting to learn and being prepared to find out more about what is available in your community.</p> <p>Give at least two different examples.</p>	<ul style="list-style-type: none"> • copies of leaflets or brochures giving information about different types of learning available in your community or • a list or chart showing the different types of learning available in your community 		

<p>2. show how you think your learning through</p>	<p>Thinking your learning through is about ordering your learning in a systematic and thorough way and beginning to use your imagination in an open and active way.</p> <p>Demonstrate at least three different ways of ordering your learning effectively.</p>	<ul style="list-style-type: none"> • a diary or log giving details of your approach to learning giving at least on example of how you used your imagination <p>or</p> • a flow chart showing how you have ordered your learning including at least on example of where you used your imagination <p>or</p> • a copy of your review stating how have you ordering your learning in a systematic and thorough way giving an example of where you used your imagination 	
---	---	--	--

200 Me and My Learning

Entry Level 2

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
3. explain what you have learned so far	<p>Explaining what you have learned so far is about discussing about the new things you can now do that you could not do before or brushing up on skills you have not used for a while.</p> <p>Describe at least two different things you can do now that you could not do before.</p>	<ul style="list-style-type: none"> • a record of the discussion stating what you have learned so far 		
4. demonstrate your ability to appreciate others' points of view	<p>Appreciating others' points of view is about being able to listen carefully and considerately to friends and/or colleagues and understand that others' views may not be the same as yours.</p> <p>Give at least two examples on two different occasions.</p>	<ul style="list-style-type: none"> • a witness statement giving examples of how you listened carefully and considerately to others and accepted their points of vi 		

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

Me

201 Keeping safe

Entry Level 2

This module is about being in a safe environment.

When you have finished this module you will have shown that you can

- recognise dangers to safety
- make decisions about where you go to be secure

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. recognise and overcome threats to your safety	Recognising and overcoming threats to your safety is about how you would deal with any obstacles or barriers to keeping out of danger.	<ul style="list-style-type: none"> • a written record of at least one occasion where you have dealt with a barrier or obstacle to keeping out of danger 		
2. plan how to keep safe during the day 3. plan how to keep safe during the night	Planning how to keep safe is about deciding the best place(s) and people to be with so that you stay out of danger.	<ul style="list-style-type: none"> • written details of the steps you take to keep out of danger during the day and during the night with a note stating the place(s) where you go to keep safe <p>and</p> <p>written details of at least one person or place that can help</p>		

Me

Entry Level 2

201 Keeping safe (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

202 Being Healthy

This module is about keeping yourself in good shape.

When you have finished this module you will have shown that you

- are aware of the risks to poor health
- can make positive changes to your lifestyle

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. describe behaviours that could lead to an unhealthy lifestyle	Behaviours related to an unhealthy lifestyle could include alcohol abuse, taking drugs, smoking, unprotected sex, poor diet and lack of exercise.	<ul style="list-style-type: none"> • a chart or table listing at least three different behaviours that relate to an unhealthy lifestyle 		
2. consider the benefits of changing your eating and physical habits	Say what your eating and physical habits are and discuss options to achieve a healthier lifestyle.	<ul style="list-style-type: none"> • written details of your eating and physical habits and a record of the discussion stating you have considered changing your eating and physical habits 		
3. change your lifestyle	Choose at least one thing you could change so that your risk to health is reduced.	<ul style="list-style-type: none"> • a written note explaining what you have done to change your lifestyle so that your risk to health is reduced 		

Me

Entry Level 2

202 Being Healthy (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

203 How I Present Myself

This module is about your appearance.

When you have finished this module you will have shown that you

- are aware that appearance is important
- can change your appearance

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. describe how you present yourself	How you present yourself is about the way you look. This means the clothes you wear and your personal hygiene. Discuss why appearance is important, the 'image' of looking good and how others judge on the way you look.	<ul style="list-style-type: none"> • a written description or a photograph of how you present yourself and • a record of the discussion stating you understand the importance of personal hygiene and why appearance is important 		
2. say how you would like to present yourself	Say how you would like to look and name at least two things you could change.	<ul style="list-style-type: none"> • a record of how you would like to look with a statement listing at least two things you want to change 		
3. find out what you can do to present yourself differently	Discuss with your support worker the people and places that can help you make changes to your appearance.	<ul style="list-style-type: none"> • leaflets or handouts giving details about the people and places that can help you present yourself differently and written details of at least one person or place that can help 		

Me

Entry Level 2

203 How I Present Myself (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

204 How I Feel and Want to Feel

This module is about coping with feelings in different situations

When you have finished this module you will have shown that you understand

- are aware of your feelings
- can change the way you feel

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
<p>1. describe feelings you have about yourself</p>	<p>The feelings you describe should include what you worry about, what makes you happy and what makes you sad.</p>	<ul style="list-style-type: none"> • a written record of <ul style="list-style-type: none"> ○ what you worry about ○ what makes you happy ○ what makes you sad 		
<p>2. say how you would like to feel about yourself</p>	<p>Name at least two feelings you would like to experience that you do not experience now.</p>	<ul style="list-style-type: none"> • a written note describing at least two feelings you would like to experience 		
<p>3. know what you can do to start to change how you feel about yourself</p>	<p>Discuss with your support worker the people and places that can help you change the way you feel about yourself.</p>	<ul style="list-style-type: none"> • a record of the discussion stating you understand the people and places that can help you change the way you feel about yourself and written details of at least one person or place that can help 		

Me

Entry Level 2

204 How I Feel and Want to Feel (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

205 What is Special to Me?

This module is about valuing things that have a specific meaning to you.

When you have finished this module you will have shown that you

- are aware that things can be important
- can value things are important to you

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
<p>1. explain what you would like to be special to you</p>	<p>Name at least two things you would like to have that could be important to you.</p>	<ul style="list-style-type: none"> • a written record of at least two things that you would like to be special to you with a written explanation stating why 		
<p>2. know how to value things that are special to others</p>	<p>Knowing how to value things that are special to others is about respecting other people’s possessions.</p>	<ul style="list-style-type: none"> • a written statement from your support worker stating you have respected something that belongs to another person 		
<p>3. describe what is special to you</p>	<p>Describing what is special to you is about anything which has a specific meaning. It could be something that has been given to you, it may remind you of someone or it may be an event</p>	<ul style="list-style-type: none"> • a written record or photograph(s) or labeled pictures of at least two things that are special to you with a written explanation stating why 		

Me

Entry Level 2

205 What is Special to Me? (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

206 Who is Special to Me?

This module is about a person or people in your life who you feel close to.

When you have finished this module you will have shown that you

- are aware of the importance of having someone special in your life
- can give something of yourself

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. identify a person or people you feel close to	Identifying a person or people you feel close to is about having a special relationship with them.	<ul style="list-style-type: none"> • a written record of the name(s) or a written description of the person or people you have a special relationship with 		
2. describe what makes them special	The things you describe will be all those that make the person or people you have identified important to you.	<ul style="list-style-type: none"> • a written explanation describing all the things that make them special to you 		
3. say how you can offer something special	Discuss with your support worker a way in which you can give 'something of yourself' to another person.	<ul style="list-style-type: none"> • a record of the discussion stating at least one way in which you can give 'something of yourself' to another person 		

Me

Entry Level 2

206 Who is Special to Me? (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

207 How I am with Others

This module is about being with other people and knowing how to react.

When you have finished this module you will have shown that you

- are aware of how you communicate
- know how to respond to different people

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
<p>1. name different people you come in contact with</p>	<p>People you come in contact with could be friends, relatives or people in authority whom you have to communicate.</p>	<ul style="list-style-type: none"> • a written record of at least three different people you have come in contact with and had to communicate in some way 		
<p>2. explain how you communicate with others</p>	<p>Communicating with someone could be verbal, non-verbal, written, sign language, telephone or by some form of electronic aid to speech. Say how you communicate in different ways with at least two people.</p>	<ul style="list-style-type: none"> • a written description of at least two different ways in which you communicated with people 		
<p>3. know how to improve the way you communicate with others</p>	<p>Discuss with your support worker the people and places that can help you improve your communication skills.</p>	<ul style="list-style-type: none"> • a record of the discussion stating you understand the people and places that can help you improve your communication skills and written details of at least one person or place that can help 		

Me

Entry Level 2

207 How I am with Others (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

208 Getting Help

This module is about knowing who can help you with different problems.

When you have finished this module you will have shown that you

- can face up to a difficulty
- know how to get help

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. explain why you need help	Explaining why you need help is about understanding clearly what the problem is and wanting to do something about it.	<ul style="list-style-type: none"> • a written note describing a problem you have had 		
2. know <u>who</u> to access for the help you need	Discuss with your support worker the people and places that can give you the appropriate advice or assistance you require.	<ul style="list-style-type: none"> • a record of the discussion stating you understand the people and places that can give the advice and assistance you require and written details of at least one person or place that can help 		
3. know <u>how</u> to access the help you need	Discuss with your support worker ways you can obtain the appropriate advice or assistance required.	<ul style="list-style-type: none"> • a record of the discussion stating you understand how to obtain the appropriate assistance and advice you need 		

Me

Entry Level 2

208 Getting Help (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

209 Handling Problems

This module is about facing up to and dealing with difficult situations.

When you have finished this module you will have shown that you know

- how to overcome a problem
- who can help you with the problem

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
<p>1. find out who you can contact to help work out a problem</p>	<p>Discuss with your support worker the people and places that can help you solve a problem.</p>	<ul style="list-style-type: none"> • a record of the discussion stating you understand the people and places that can help you solve a problem and written details of at least one person or place that can help 		
<p>2. explain what your problem is</p>	<p>Explaining what your problem is, is about describing the situation in detail.</p>	<ul style="list-style-type: none"> • a written description detailing your problem 		
<p>3. describe ways of solving the problem</p>	<p>Discuss with your support worker ways of facing up to the problem and how you could go about resolving it.</p>	<ul style="list-style-type: none"> • a record of the discussion stating different ways of facing up to the problem and list at least two different ways of solving it 		

Me

Entry Level 2

209 Handling Problems (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

210 Coping with Conflict

This module is about facing up to and dealing with difficulties.

When you have finished this module you will have shown that you

- understand what a conflict situation is
- know who can help you deal with the conflict situation

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. explain conflict situations you have been in	Conflict situations you have been in is about having differences of opinion or disagreements that cause friction. You will need to describe at least one conflict situation you have experienced.	<ul style="list-style-type: none"> • a written note describing at least one conflict situation you have been in 		
2. describe ways of dealing with conflict situations	Ways of dealing with conflict situations is about knowing the best ways to resolve the situation without making it worse.	<ul style="list-style-type: none"> • a chart or table listing different ways to solve a conflict situation without making it worse 		
3. find out who to get in touch with when you need help with conflict situations	Discuss with your support worker the people and places that can help you when you get into difficult situations.	<ul style="list-style-type: none"> • a record of the discussion stating you understand the people and places that can help you when you get into conflict situations and written details of at least one person or place that can help 		

Me

Entry Level 2

210 Coping with Conflict (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

211 Coping with Change

This module is about facing up to and dealing with circumstances being different.

When you have finished this module you will have shown that you

- are aware that changes alter things
- know who to contact for help

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. describe changes in your life	The changes in your life you describe should be the ones most significant to you. Changes are things that alter your life and can be good or bad.	<ul style="list-style-type: none"> • a chart or table listing the changes in your life that are most important to you 		
2. talk about ways you have dealt with changes	Discuss with your support worker how you have handled events or things that have altered your life.	<ul style="list-style-type: none"> • a witness statement from your support worker stating how you have dealt with the changes in your life, giving one example 		
3. find out who to get in touch with when you need help coping with change	Discuss with your support worker the people and places that can help you deal with changes in your life.	<ul style="list-style-type: none"> • a record of the discussion stating you understand the people and places that can help you deal with changes in your life and written details of at least one person or place that can help 		

Me

Entry Level 2

211 Coping with Change (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

212 Where I Come From

This module is about fitting in with the community.

When you have finished this module you will have shown that you

- are aware of the things that are going on around you
- know how to get involved with the local community

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. describe the community in which you live	Describing the community in which you live is about the people and the neighbourhood where you belong.	<ul style="list-style-type: none"> • an information leaflet or guide giving details of the local community in which you live 		
2. say what the community offers you	Say at least one thing the community provides for you.	<ul style="list-style-type: none"> • a written note explaining at least one thing the community offers you 		
3. take part in a community activity	Taking part in a community activity is about getting involved with local people and joining in or helping with an event.	<ul style="list-style-type: none"> • written details or a leaflet about the community activity you took part in and • a written statement of what you did 		

212 Where I Come From (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

My Space

Entry Level 2

213 Where I Want to Be

This module is about living somewhere you have a sense of well-being.

When you have finished this module you will have shown that you know

- the benefit of having your own space
- who to contact for help

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. talk about what kind of space you would call your own	Talking about what kind of space you would call your own includes the type of accommodation and the neighbourhood where you would feel comfortable and safe.	<ul style="list-style-type: none"> • written details or an information leaflet stating the type of accommodation you would like to live in and a map with the area highlighted where you would feel comfortable and safe 		
2. discuss the advantages and problems of having your own space	Give examples of at least two benefits and two difficulties you think you might have.	<ul style="list-style-type: none"> • a table or chart listing at least two benefits and at least two difficulties to having your own space you think you might come cross 		
3. find out what steps you can take to get your own space	Discuss with your support worker the people and places that can help you find accommodation.	<ul style="list-style-type: none"> • a record of the discussion stating you understand the people and places that can help you find accommodation and written details of at least one person or place that can help 		

My Space

Entry Level 2

213 Where I Want to Be (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

My Space

Entry Level 2

214 Having Somewhere That's Mine

This module is about looking after and holding on to your 'living space'.

When you have finished this module you will have shown that you

- can make decisions about your future
- are aware of the responsibilities you have

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. describe where you would like to live	Describing where you would like to live is about having somewhere to call your own in.	<ul style="list-style-type: none">• a written description giving details of where you would like to live		
2. know how to maintain your 'living space'	Maintaining your 'living space' is about taking care of and keeping the 'living space' yours.	<ul style="list-style-type: none">• a written statement from your support worker stating you understand how to look after and take care of your 'living space'		
3. find out what your responsibilities are	Responsibilities are the duties and obligations you have in order to look after your living space.	<ul style="list-style-type: none">• a table or chart listing your duties and obligations		

My Space

Entry Level 2

214 Having Somewhere That's Mine (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

My Space

Entry Level 2

215 Having My Own Personal Things

This module is about looking after and keeping possessions.

When you have finished this module you will have shown that you

- understand the importance of personal belongs
- are aware of how to keep personal belongings safe

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. explain the importance of having your own possessions	The importance of having your own possessions is about owning things that are individual to you which may have a special meaning.	• a list of at least three different possessions you own with a note explaining how you look after each one		
2. say how you look after your personal possessions	Talk about how you should care for your things, keeping them safe and secure.			
3. describe how others might feel when they lose their personal possessions	Say how you think people might feel if they were to lose a possession or possessions that are special to them.	• a record of the discussion stating how you think others might feel if they were to lose possessions that were special to them		

My Space

Entry Level 2

215 Having My Own Personal Things (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

My Space

Entry Level 2

216 Looking After Myself

This module is about keeping yourself healthy and safe.

When you have finished this module you will have shown that you

- know why it is important to keep yourself healthy
- are aware of safety

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. develop a sensible eating routine	Developing a sensible eating routine is about looking at your diet over a week and planning ways in which you can replace poor eating habits with a healthier eating pattern.	<ul style="list-style-type: none"> • a diary page detailing your daily diet for a week with a plan which shows how you can replace your poor eating habits with a healthier diet 		
2. discuss the importance of personal hygiene	Looking after personal hygiene, benefits the way you present yourself to others.	<ul style="list-style-type: none"> • a witness statement from your support worker stating you have discussed the benefits of personal hygiene 		
3. know how to keep safe in the home	Discuss with your support worker the safety aspects of yourself and others while living in your own space or shared space e.g. making sure the gas is turned off properly.	<ul style="list-style-type: none"> • a record of the discussion stating you have understood the safety aspects of yourself and others when living in your own or shared space and give an example of at least one safety aspect you should consider. 		

216 Looking After Myself (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

My Space

Entry Level 2

217 Sharing

This module is about using communal space and letting others use your belongings.

When you have finished this module you will have shown that you

- are aware of the importance of co-operating with other people
- who to contact for help

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. explain how you share communal facilities	Explaining how you share communal facilities is about getting on with the people you live with, respecting their property and using common areas e.g. kitchen, bathroom, living room in a friendly manner.	<ul style="list-style-type: none"> • a chart or poster listing rules you must follow when sharing communal facilities 		
2. say which of your belongings you share	If you have never shared any of your personal things before say what personal things you would be happy to share with another person or say what someone else has shared with you.	<ul style="list-style-type: none"> • a list of your personal belongings you would be prepared to share with another person or • a written note stating what someone else has shared their personal belongings with you 		
3. know who to get in touch with when/if there are problems	Discuss with your support worker the people and places that can help you if difficulties arise in the communal situation in which you live.	<ul style="list-style-type: none"> • a record of the discussion stating you understand the people and places that can help you if difficulties arise in the communal situation you are living in and written details of at least one person or place that can help 		

My Space

Entry Level 2

217 Sharing (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

Things I Do

Entry Level 2

218 What I Do and Want To Do

This module is about managing a routine.

When you have finished this module you will have shown that you

- are aware of the importance of having a routine
- can make positive decisions to change your routine

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. explain your routine	Explaining your routine is about describing the things you do on a daily basis over a period of time.	<ul style="list-style-type: none">• diary pages detailing the things you do on a daily basis		
2. name something you could change in your routine	Say at least one thing you could alter in your routine and say why you want to alter it.	<ul style="list-style-type: none">• at least one thing highlighted on your diary pages that you want to alter with a written note explaining why you want to alter it		
3. include a social activity in your routine	Including a social activity in your routine is about something the community offers which you could take part in.	<ul style="list-style-type: none">• a written note stating which social activity your community offers that you want to participate in		

Things I Do

Entry Level 2

218 What I Do and Want To Do (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

Things I Do

Entry Level 2

219 Managing My Time

This module is about keeping appointments.

When you have finished this module you will have shown that you

- have a sense of time
- can take responsibility

To do this you must	Guidance	The evidence you produce <u>can</u> <u>include</u>	Portfolio reference	Date
1. say when the appointment is and what it is for	An appointment is a meeting that you should keep unless there is good reason why you cannot. You should note or remember the date and time and make sure you do not arrange anything else at this time.	<ul style="list-style-type: none"> • a copy of your appointment card stating the day and time of your appointment and a written note stating what the appointment is for 		
2. know who can help you keep your appointment	Discuss with your support worker the people and places that can help you plan how to get to your appointment.	<ul style="list-style-type: none"> • a record of the discussion stating you understand the people and places that can help you plan how to get to your appointment and written details of at least one person or place that can help 		
3. explain how you will get to your appointment	Find out if you need to use public transport and make sure you allow plenty of time to get ready so that you arrive on time.	<ul style="list-style-type: none"> • a witness statement from your support worker stating you have explained how to get to your appointment on time 		

Things I Do

Entry Level 2

219 Managing My Time (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

Things I Do

Entry Level 2

220 Having Fun

This module is about enjoying social occasions.

When you have finished this module you will have shown that you can

- plan what you would like to do
- say how things went

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. decide how you would like to socialise	Ways of enjoying yourself are about participating in social events and celebrations with friends and /or family.	<ul style="list-style-type: none"> • a written note stating at least one social event you took part in and say whether it was with friends or family 		
2. get yourself ready	Show that you know what clothes to wear for the occasion.	<ul style="list-style-type: none"> • a list or labeled pictures of the clothes that you wore for your chosen social event 		
3. explain what went well and what did not go so well	Discuss with your support worker how things went. If things did not go as well as you would have liked you should explain why.	<ul style="list-style-type: none"> • a witness statement from your support worker stating you discussed how things went at your social event and if things did not go as well as you liked you explained why 		

Things I Do

Entry Level 2

220 Having Fun (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

Things I Do

Entry Level 2

221 Handling My Own Money

This module is about dealing with money.

When you have finished this module you will have shown that you

- are aware how to budget
- know who can help you

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. learn how to receive income	How you are paid is about when and where you get your money. Discuss ways you should not obtain money as these could be illegal.	<ul style="list-style-type: none">• a written note explaining when and where you receive your money and a record of a discussion stating you have understood how not to obtain money illegally		
2. find out how to budget	Discuss with your support worker how to make your money last for a week without having to obtain money illegally.	<ul style="list-style-type: none">• a witness statement from your support worker stating you have discussed how to budget your money for a week		
3. prepare a budget	Your budget should include what you spend on food and socialising and should be over a period of one week.	<ul style="list-style-type: none">• a copy of your budget		

Things I Do

Entry Level 2

221 Handling My Own Money (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

Things I Do

Entry Level 2

222 Learning Something New

This module is about doing something you could not do or did not know before.

When you have finished this module you will have shown that you

- have learned something new
- can talk about your learning

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. identify something you could learn	Something you could learn is about gaining knowledge or a skill that you did not know or could not do.	<ul style="list-style-type: none"> • a written note stating something new you would like to learn 		
2. plan and do your learning	<p>Find out the people and places that can help you decide how you want to learn.</p> <p>You may want to study on your own or join a local adult community education centre.</p> <p>Show that you have learnt something new.</p>	<ul style="list-style-type: none"> • a written note of the person/people or places you contacted to find out more information about your learning • a copy of a prospectus or leaflet with what you learned highlighted or • written details of how and what you learned 		
3. discuss what you learnt	Discuss with your support worker the different things you learnt, whether you were happy with the way things went and whether you want to continue learning.	<ul style="list-style-type: none"> • a record of the discussion or a copy of a review stating the different things you have learnt, what went well and what did not go so well and whether you want to continue your learning 		

Things I Do

Entry Level 2

222 Learning Something New (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

Things I Do

Entry Level 2

223 Building on a Skill

This module is about improving something you do well.

When you have finished this module you will have shown that you

- are aware that you have skills
- have improved a skill

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. discuss skills you have	Skills you have is about the things you are good at or have some expertise in. Name at least one skill you are good at.	<ul style="list-style-type: none">• a record of the discussion listing the skills you have, naming at least one skill you are particularly good at		
2. choose a skill to improve	Improving a skill is about making something you are good at even better.	<ul style="list-style-type: none">• a written note stating the skill you want to improve on		
3. demonstrate your improved skill	Show how your skill has developed and decide how you will show this. It could be through piece of writing, a display or a demonstration.	<ul style="list-style-type: none">• a witness statement or photographs or a video stating clearly how you have demonstrated your improved skill		

Things I Do

Entry Level 2

223 Building on a Skill (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

Things I Do

Entry Level 2

224 Giving Support to Others

This module is about identifying responsibilities for your dependents.

When you have finished this module you will have shown that you

- are capable of caring for another person
- know how to get advice

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. name someone who depends on you	Someone who depends on you is about being responsible for another human being who cannot live independently without your support. This could be a young child, an elderly relative or a close friend.	<ul style="list-style-type: none"> • either a written note stating the name(s) of the person/people who depend on you or a written note stating whether they are friends or relatives 		
2. discuss your responsibilities	The responsibilities you discuss should be all those you are responsible for, for the person or people who are dependent on you.	<ul style="list-style-type: none"> • a record of the discussion including a list of at least two responsibilities for each of the people who are dependent on you 		
3. find out how to get advice about fulfilling your responsibilities	Discuss with your support worker the people and places that can help you fulfill your responsibilities.	<ul style="list-style-type: none"> • a record of the discussion stating you understand the people and places that can help you with fulfilling your responsibilities and written details of at least one person or place that can help 		

Things I Do

Entry Level 2

224 Giving Support to Others (continued)

Summary of Achievement

what can I do now that I couldn't do before?	how have I approached my learning?
how have I learned?	what have I used to help me learn?

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date