

Entry Level 3 Certificate in Learning Power (3071)

Modules and evidence records

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

	Me
300	Me and my learning
301	Making myself understood
302	Caring for myself
303	My sexual health
304	Me and drink and drugs
305	My physical health
306	Solving problems
307	Coping with changes in me
	My Space
308	Interacting with others
309	Helping others in need
310	My and others' beliefs and views
311	Understanding anti-social behaviour
	What I do
312	Working with someone
313	Caring for dependents
314	Using my budget
315	Budgeting your time
316	How big
317	Using different media
318	Contributing to the community
319	Being creative

Entry Level 3 is defined as the learner 'is in a stable and recovered home situation and is building the capacity to move forward'.

The framework, of which Entry Level 3 forms part, is made up of a variety of modules under the headings of 'me', 'my space' and 'what 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.

My Space

309 Helping Others in Need

This module is about supporting other people.

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

- are aware of others who need help
- you can help

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.

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

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
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The **guidance** explains the range within which to plan teaching and learning support to enable the learning outcome to be achieved.

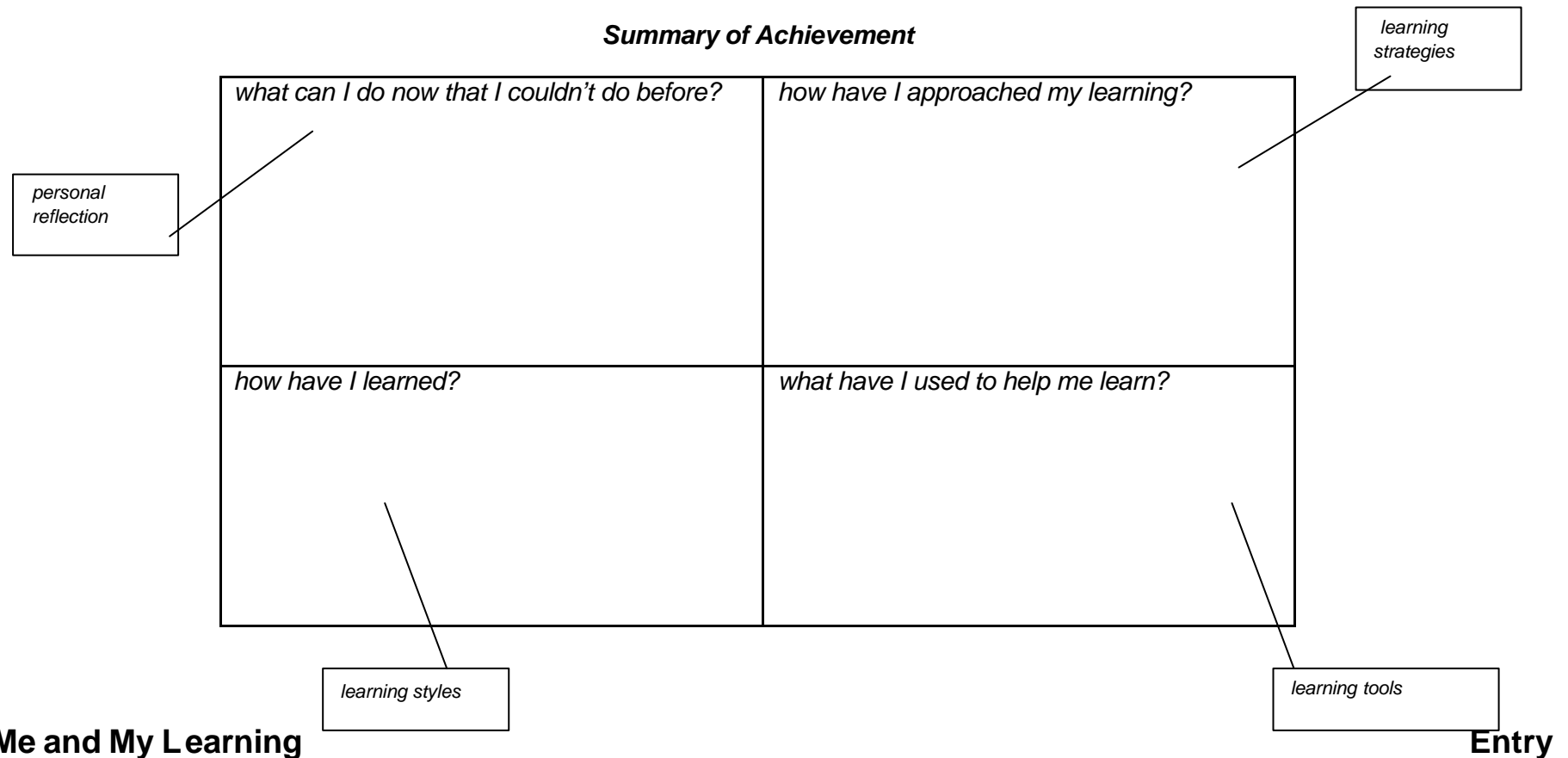
Each piece of evidence must be given a **portfolio reference** eg p.1, p.2 or A, B, C, or 309.1, 309.2 etc and the **date** the **learning outcome** was achieved.

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



**300 Me and My Learning
Level 3**

This module is about taking responsibility for your skills as a learner.

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

- cope with distractions
- connect your learning with what you want to do
- review and revise what you are doing
- work with others

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
<p>1. demonstrate how you manage interruptions in your learning</p>	<p>Managing interruptions in your learning is about recognising distractions and knowing how to deal with them or reduce them.</p> <p>Give at least three different examples showing how you managed interruptions in your learning.</p>	<ul style="list-style-type: none"> • a chart listing your distractions with a note explaining how you dealt with each one 		
<p>2. show how your learning is significant and meaningful</p>	<p>Learning is significant and meaningful when it has been carefully planned around what you want to learn and how you want to learn. Try to be more adventurous with your learning.</p> <p>Demonstrate on at least four different occasions how you thought about what you want to learn linking this with how you want to learn. On at least one of these occasions show how you have been a little more daring with your learning!</p>	<ul style="list-style-type: none"> • a plan or a spider chart showing what you wanted to learn and how you learned and • an annotated photograph showing how you were more adventurous with your learning 		

300 Me and My Learning (cont)

Entry Level 3

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
3. explain how you know about yourself as a learner	Knowing yourself as a learner is about organising your learning through planning. With help from an appropriate person, produce at least three different plans showing how you managed your learning, making revisions and adjustments along the way as necessary.	<ul style="list-style-type: none"> • a diary or a log giving details of how you organised your learning noting any advice and support you were given along the way 		
4. demonstrate your ability to learn as part of a group or team	Learning as part of a group or team is about working cooperatively with others and sharing skills and ideas. Demonstrate working with others in a group or team on at least three different occasions.	<ul style="list-style-type: none"> • annotated photographs showing how you have worked with others in a group or team with a note explaining what you have learned 		

Candidate's name

Candidate's signature.....

Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

301 Making Myself Understood

This module is about talking to others, conveying ideas, views and feelings.

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

- provide and obtain information
- can interact with other people

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
<p>1. pick an interest to discuss</p>	<p>Picking an interest to discuss is about choosing a topic of your choice to talk about to another person or group of at least three people. This could be personal stories, something factual or a hobby.</p>	<ul style="list-style-type: none"> • a written record of the discussion of you talking to another person or group about your chosen interest 		
<p>2. provide information to other people</p>	<p>Providing information to different people is about giving the right information and talking clearly, using appropriate tone and manner e.g. the volume and sound of your voice, body language and facial expression, so that the other person understands. The type of information you might provide could be personal details relating to benefits.</p> <p>Provide information to someone who is familiar to you and someone who is unfamiliar to you.</p>	<ul style="list-style-type: none"> • a written note with details of the information you provided to a familiar person and • a written note with details of the information you provided to an unfamiliar person with • a written statement from the familiar person stating you provided the information appropriately 		

301 Making Myself Understood (continued)

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
<p>3. obtain information from other people</p>	<p>Obtaining information from another person is about asking questions clearly to get the information you need, using appropriate tone and manner e.g. the volume and sound of your voice, body language and facial expression, so that the other person understands. You may need to ask more questions to clarify that you have understood.</p> <p>Provide information to someone who is familiar to you and someone who is unfamiliar to you.</p>	<ul style="list-style-type: none"> • a copy of the questions you asked a familiar person to obtain the information you required <p>and</p> • a copy of the questions you asked an unfamiliar person to obtain the information you required <p>with</p> • a written statement from the familiar person stating you used the appropriate tone and manner when asking the questions 		

Me

Entry Level 3

301 Making Myself Understood (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

302 Caring for Myself

This module is about maintaining a healthy lifestyle.

(it is recommended that module 216 is achieved prior to this one)

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

- understand the importance a healthy diet and personal hygiene
- know how to keep yourself healthy

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
<p>1. find out about foods and their effect on health</p>	<p>Investigate at least 6 foods that provide a varied diet and help to reduce the risk of disease and illness.</p> <p>Look for information about eating disorders e.g. bulimia and anorexia and the contents of foods, particularly E numbers that form an unhealthy eating diet.</p> <p>Talk about the different types of food you would choose to eat when eating healthily.</p>	<ul style="list-style-type: none"> • copies of web pages, leaflets or articles about healthy foods with a written note stating how the risk of disease and illness is reduced by each one • copies of web pages, leaflets or articles about eating disorders • a chart of unhealthy E numbers stating what they are and the effect they have on your diet • a written record of the discussion stating which foods you would choose to eat healthily 		

302 Caring for Myself (continued)

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
<p>2. cook some healthy meals and clear away afterwards</p>	<p>Choose at least two different meals that would form part of a nourishing diet. Discuss your choice with an appropriate person and check you have the utensils you need to prepare the meals.</p> <p>Washing up is considered an essential part of this module.</p>	<ul style="list-style-type: none"> • a written note or a copy of the recipes of the meals you cooked • a list or pictures of the utensils you used • a photograph of you preparing the meals and a photograph of you clearing away <p>or</p> <ul style="list-style-type: none"> • a written statement from someone who observed you stating you prepared the meals cleared away when you finished 		
<p>3. describe how to look after your teeth, hair, body and clothes</p>	<p>Talk about the importance of appearance and how you present yourself to others.</p>	<ul style="list-style-type: none"> • a chart or a written record detailing how you care for your <ul style="list-style-type: none"> - teeth - hair - body - clothes • a photograph of yourself showing how you present yourself to others 		

Me

Entry Level 3

302 Caring for 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

303 My Sexual Health

This module is about understanding the issues around sexual health.

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

- are aware of the risks of unprotected sex
- know how to get help

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. describe the main risks to unprotected sex and explain how you can reduce these risks	The main risks to unprotected sex you describe should be all those related to your own health and the health of others. Explain ways in which you can cut down risks to your own and others' health.	<ul style="list-style-type: none"> • a chart or table listing the main ways of protecting yourself from sexually transmitted diseases 		
2. find out how to get help and advice for issues about sexual health	Know the people and places that can help you with questions about sexual health.	<ul style="list-style-type: none"> • leaflets or handouts giving details about the people and places that can give you advice about sexual health and written details of at least one person or place that you can contact in an emergency 		
3. discuss how to make positive sexual choices	Making positive sexual choices is about knowing what appropriate sexual behaviour is and having preferences. Your support worker will talk to you about the power and abusive side of sex and ways of dealing with it.	<ul style="list-style-type: none"> • a written record of the discussion stating that you understand what appropriate sexual behaviour is and that you understand the ways of dealing with the power and abusive side of sex 		

Me

Entry Level 3

303 My Sexual Health (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

304 Me and Drink and Drugs

This module is about understanding the long term harm to your health.

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

- understand the dangers of cigarettes, drugs and alcohol
- know how to get help

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. discuss different types of drink and drugs	The different types of drink and drugs you talk about should be all those that you are most vulnerable to.	<ul style="list-style-type: none"> • a written record of the discussion about different types of drink and drugs and a note of the ones you are affected by 		
2. describe the risks of drinking alcohol and taking drugs and explain how you can reduce these risks	<p>The main risks to drinking alcohol and taking drugs you describe should be all those related to your own health and the health of others.</p> <p>Discuss with your support worker ways in which you can cut down risks to your own and others' health.</p> <p>Agree ways in which you can reduce the risk to your own health and to others.</p>	<ul style="list-style-type: none"> • a list of risks to drinking alcohol and taking drugs • a written record of the discussion • a written statement or action plan stating ways in which you can reduce the risk to your health and to others 		
3. know who to contact for help and guidance about the risks to drink and drugs	Know the people and places that can help you with information about drink and drugs.	<ul style="list-style-type: none"> • a record of the discussion stating you understand the people and places you can contact for help and guidance about the risks to substance misuse and written details of at least one person or place that you can contact in an emergency 		

Me

Entry Level 3

304 Me and Drink and Drugs (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

305 My Physical Health

This module is about taking exercise.

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

- are aware of the importance of exercise
- can make decisions about improving your physical health

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. describe why exercise is important	<p>Describing why exercise is important is about looking after the physical side of your health and keeping in good shape.</p> <p>Give at least two different examples of exercise and say how each keeps the physical side of your health in good shape.</p>	<ul style="list-style-type: none"> • a written description or a chart or a poster illustrating your examples of exercise with a note stating how each keeps your physical health in good shape 		
2. find out what exercise options there are in your area	<p>Discuss with your support worker what sports and exercise you can do in your community</p>	<ul style="list-style-type: none"> • a written record of the discussion • leaflets or brochures or advertisements showing the types of sports and exercise available in your community 		
3. pick an option and do it	<p>Try out one of your options on a regular basis over a period of at least two weeks.</p> <p>Talk about how the exercise went, whether you enjoyed it and if not, why. Say whether you will continue to exercise.</p>	<ul style="list-style-type: none"> • a written note stating your chosen option and • a diary or log of when you did your exercise • a written record of your discussion stating how things went and whether you will continue to exercise 		

Me

Entry Level 3

305 My Physical Health (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

306 Solving Problems

This module is about working out how to deal with difficult situations.

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

- know how to talk things through
- can deal with a problem or difficulty

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
<p>1. identify and talk through a problem or difficulty with an appropriate person</p>	<p>A problem or difficulty is about not being happy with someone or something. The problem or difficulty could be between you and the organisation, it could arise from a change in circumstances e.g. agreement changes.</p>	<ul style="list-style-type: none"> • a written record of the discussion stating what the problem or difficulty is 		
<p>2. negotiate and plan ways of overcoming the problem or difficulty</p>	<p>Negotiating and planning is about agreeing ways to best deal with a problem or difficulty. If the problem or difficulty is with another person you should try and stay calm.</p> <p>Negotiate and plan at least two ways of trying to solve the problem or difficulty. Your plans should show small, measurable steps.</p>	<ul style="list-style-type: none"> • a copy of both plans 		

306 Solving Problems (continued)

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
3. follow one of your plans to deal with the problem	Choose one of your plans and confirm with an appropriate person how you will carry it out. Once you have carried it out say whether the problem or difficulty has been solved. If it has not been solve, explain why not.	<ul style="list-style-type: none"> • a copy of the plan you have chosen to follow signed and date by the person you have confirmed it with <p style="margin-left: 20px;">and</p> • a written statement stating whether the problem or difficulty has been resolved and if not the reason(s) why 		

Me

Entry Level 3

306 Solving 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

307 Coping with Changes in Me

This module is about handling changes of outlook.

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

- are aware of how you have changed
- can make decisions about yourself

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
<p>1. identify positive changes in yourself</p>	<p>Identifying positive changes in yourself could be about changes in your lifestyle, how you have grown or the way you think.</p>	<ul style="list-style-type: none"> • a list of the positive changes in yourself 		
<p>2. discuss how you can build on these changes</p>	<p>Talk about each of the changes you identified and discuss with an appropriate person how you can maintain and improve on at least two of them.</p>	<ul style="list-style-type: none"> • a written record of the discussion with a written note on your list stating how you maintained and improved on at least two of your changes 		
<p>3. decide what else you can change</p>	<p>Discuss what other changes you might like to make about yourself and choose one that should have a positive effect.</p>	<ul style="list-style-type: none"> • a written note stating a positive change you would like to make about yourself giving the reason why 		

307 Coping with Changes in 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

My Space

Entry Level 3

308 Interacting with Others

This module is about holding a conversation with other people.

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

- give and receive information
- make appropriate comments

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. listen to what the others say	Show that you can be attentive and receptive when someone is talking to you.	<ul style="list-style-type: none"> • an observation record from an appropriate person giving a brief description of the context in which you listened and the way in which you reacted 		
2. ask suitable questions and make appropriate comments	The questions that you ask should be appropriate and asked in a sensible order. Make sure you clearly understand the responses asking further questions if you have not understood.	<ul style="list-style-type: none"> • a brief written description of the context in which you asked questions and made comments with a list of the questions you asked and comments you made or • a written statement from an appropriate person stating the types of questions you asked and the comments you made 		

My Space

308 Interacting with Others (continued)

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
3. use appropriate and effective language	Using appropriate language is about making sure the sound of your voice; your body language and facial expressions are suitable for the situation.	a written statement or audio tape showing the language you used was appropriate to the context and effective		

My Space

Entry Level 3

308 Interacting 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

My Space

Entry Level 3

309 Helping Others in Need

This module is about supporting other people.

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

- are aware of others who need help
- you can help

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. describe the person or people you help or could help	The person or people you support may be friends or relatives. You do not have to name them but say whether they are friends or relatives.	<ul style="list-style-type: none"> • a written note or written description of the person or people you help or could help 		
2. say what you do to help or could do to help	Explain the type of help you give and how often you do it.	<ul style="list-style-type: none"> • a diary page showing when you gave help with a written note explaining what you did to help or could do to help 		
3. explain what you cannot do to help and why	Your support worker will discuss with you the types of help you cannot give and the reasons why.	<ul style="list-style-type: none"> • a written record of the discussion 		

My Space

Entry Level 3

309 Helping Others in Need (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

310 My and Others' Beliefs and Views

This module is about respecting principles and opinions.

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

- recognise that others have beliefs and views
- can have your own opinions and feelings

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. discuss your beliefs and views	The beliefs and views you discuss is about expressing your own opinions and feelings about things like religion, race, gender, sexual preference or culture.	<ul style="list-style-type: none"> • a written record of the discussion stating your opinions and feelings about two different beliefs and views 		
2. discuss how to be tolerant of others	Talk about how you can be unprejudiced and open-minded of others and respect their points of view.	<ul style="list-style-type: none"> • a written statement stating you understand how to be tolerant of others and know how to show consideration for their beliefs 		
3. describe the beliefs and views of another person that are not the same as yours	Find out from another person, who has different beliefs and views to you, what their beliefs and views are.	<ul style="list-style-type: none"> • a chart showing the beliefs and views of another person and how they are different to yours 		

My Space

Entry Level 3

310 My and Others' Beliefs and Views (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

311 Understanding Anti-Social Behaviour

This module is about how unacceptable behaviour affects the community.

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

- are aware of the different types of anti-social behaviour
- do not cause harassment, alarm or distress to others through your behaviour

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
<p>1. list types of behaviours that are likely to cause harassment, fear or distress</p>	<p>The types of behaviours you list should be all those that impact on the quality of life of everyone in the community.</p> <p>Comment on the type of language that might be derogatory and could cause distress.</p>	<ul style="list-style-type: none"> • a list of different types of anti-social behaviour • a written statement stating that you understand that some language may cause distress and belittle others 		
<p>2. know what would happen if you participated in any of these behaviours</p>	<p>You should be aware of the consequences of being involved in anti-social behaviour and being on the receiving end, and the ways in which it may be tackled by the authorities.</p>	<ul style="list-style-type: none"> • copies of web pages or leaflets explaining what happens if you are involved or on the receiving end of anti-social behaviour with a written note stating you understand the consequences 		
<p>3. show how you can avoid being part of anti-social behaviour</p>	<p>Discuss with you support worker ways in which you can avoid being part of anti-social behaviour and agree a period of time when you must try not to cause harassment, fear or distress to others.</p>	<ul style="list-style-type: none"> • a written record of the discussion with a note stating the agreed period of time when you tried not to cause harassment, fear or distress to others 		

Me

Entry Level 3

311 Understanding Anti-Social Behaviour (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

What I Do

Entry Level 3

312 Working with Someone

This module is about demonstrating your ability to work co-operatively with another person.

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

- carry out agreed tasks
- talk about how things went

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. say what the activity is and who you are working with	Working with another person is about demonstrating your ability to co-operate while working on an agreed activity.	<ul style="list-style-type: none">• a written note of the agreed activity and the name of the person you worked with		
2. explain how the responsibilities and tasks are shared	The responsibilities and tasks of completing the activity should be agreed between each person and confirmed by your support worker.	<ul style="list-style-type: none">• a list of the responsibilities and tasks for each person		
3. discuss how things went	When the activity has been completed discuss with your support worker what went well and what did not go so well and what you might improve next time.	<ul style="list-style-type: none">• a written record of the discussion		

What I Do

Entry Level 3

312 Working with Someone (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

What I do

Entry Level 3

313 Caring for Dependants

This module is about being a responsible parent.

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

- are aware of the qualities of being a responsible parent
- can display some of these qualities

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. discuss the needs of you as a parent and of your child or children	The needs of you as a parent and of your child or children you talk about should be all the main ones relevant to your situation.	<ul style="list-style-type: none"> • a written record of the discussion with a note of your needs as a parent 		
2. say what your responsibilities are as a parent	Your responsibilities as a parent are all those that concern the welfare and possibly the upbringing of your child or children. Your responsibilities need to be taken seriously and you may need guidance on how to do this.	<ul style="list-style-type: none"> • a list or activity log of your responsibilities as parent • leaflets or handouts giving details about the people and places that can give you guidance on parenting 		
3. carry out a responsibility	Choose a responsibility on your list and do it e.g. remember a birthday, attend a school event or remember and appointment	<ul style="list-style-type: none"> • a written record stating your chosen responsibility and details of when you carried it out 		

What I Do

Entry Level 3

313 Caring for Dependants (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

What I Do

Entry Level 3

314 Using my Budget

This module is about managing how you spend your money.

(it is recommended that module 221 is achieved prior to this one)

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

- within your limit
- keep accurate records

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. follow a prepared budget	The prepared budget you follow may be the one you produced for module 221. If not, your support worker will help you prepare a budget to last at least one month and should include what you spend on food and socialising and may include clothes and travel.	<ul style="list-style-type: none"> • a copy of your budget 		
2. keep a record of how much you spend over a period of time	Record all the items you bought, listing them with their prices and total the amount spent.	<ul style="list-style-type: none"> • a written record of everything you spent 		
3. discuss the consequences of not keeping to a budget	Your support worker will discuss with you what happens if you do not keep within your budget or if you underspend. You need to know about debt management and the dangers of having store cards and/or credit cards.	<ul style="list-style-type: none"> • a written record of the discussion with a note stating you understand the consequences of not keeping within your budget , what you can do if you underspend and the dangers of having store or credit cards. 		

What I Do

Entry Level 3

314 Using my Budget (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

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Date

Assessor's name

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IV's name

IV's signature

Date

What I do

Entry Level 3

315 Budgeting your Time

This module is about planning the best use of your time.

(it is recommended that module 219 is achieved prior to this one)

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

- make short term plans
- keep to your plans

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. list the things you have to do and would like to do	<p>Make a note of all the things you have to do during one week e.g. keep appointments, regular social events etc.</p> <p>Say at least two other things you would like to do.</p>	<ul style="list-style-type: none"> • a copy of a diary page indicating all the things you do • a written note stating what other things you would like to do 		
2. plan how to fill your time with ideas that are within your budget	<p>Decide how you can best fill your free time with different, useful activities.</p> <p>Activities can be done on your own or with a group.</p>	<ul style="list-style-type: none"> • a copy of your diary page showing how you filled your free time indicating whether it was on your own or with a group 		
3. keep to an agreed plan	<p>Agree a plan with your support worker to include at least two activities to fill your free time and to follow your plan for at least two weeks.</p>	<ul style="list-style-type: none"> • a copy of the agreed plan and • a written statement from your support worker stating you kept to your plan for the agreed time and if you did not, include the reasons why 		

What I Do

Entry Level 3

315 Budgeting your 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

What I Do

Entry Level 3

316 How Big?

This module is about estimating and calculating.

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

- estimate answers to calculations
- use +, x, ÷, - and = in practical situations

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. approximate numbers by rounding and understand some approximate metric/imperial equivalencies	<p>Approximating numbers by rounding helps make calculations easier to total. Your support worker will show you how to round numbers to the nearest 10 and round money to the nearest 10p and £1.</p> <p>Approximating metric/imperial equivalencies will be the ones most familiar to you e.g. 1 metre = 1 yard, 1 kg = 2 lbs.</p>	<ul style="list-style-type: none"> • written examples of <ol style="list-style-type: none"> rounding to 10 rounding to the nearest 10p rounding to the nearest £1 in an everyday context • at least two written examples showing you used metric/imperial equivalencies in an everyday context 		
2. understand symbols and shapes	<p>Familiarise yourself with the symbols +, x, ÷, - and = and what each of them mean and how they are used in practical situations e.g. recording your budget information.</p> <p>The 2D/3D shapes you use should be all those familiar to you in your everyday surroundings e.g. circle, square, cuboid, cylinder.</p>	<ul style="list-style-type: none"> • a chart showing each of the symbols +, x, ÷, - and = with their meanings • a chart or labelled pictures of everyday items showing at least 4 different 2D shapes and at least 4 different 3D shapes. 		
3. solve everyday problems	<p>Everyday problems you solve could be to do with budgeting your money, budgeting your time, shopping or working out the area or volume of a room.</p>	<ul style="list-style-type: none"> • at least two written examples using +, x, ÷, - and = and at least one written example using 2D and/or 3D shapes where you solved everyday problems 		

316 How Big? (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

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Date

Assessor's name

Assessor's signature

Date

IV's name

IV's signature

Date

What I Do

Entry Level 3

317 Using Different Media

This module is about using a range of alternative communication methods.

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

- are aware of different types of communication methods
- have used a new communication method

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. identify alternative methods of to verbal communication	Your support worker will talk to you about different ways which people communicate e.g. sign language, lip reading, using technological aids or computer equipment, body language etc.	<ul style="list-style-type: none"> • a written record of the discussion • leaflets or web pages giving information on alternative methods to verbal communication with a note from your support worker stating you have discussed and understood them 		
2. obtain information using an alternative communication method	Choose at least two different ways of communicating, that you have not used before, to obtain a useful piece of information.	<ul style="list-style-type: none"> • copies of the information you obtained with a written note stating the alternative communication methods you used 		
3. provide information using an alternative communication method	Choose at least two different ways of communicating, that you have not used before, to provide a useful piece of information.	<ul style="list-style-type: none"> • copies of the information you provided with a written note stating the alternative communication methods you used 		

What I Do

Entry Level 3

317 Using Different Media (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

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What I Do

Entry Level 3

318 Contributing to the Community

This module is about taking an active part in the area you live.

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

- get on with the local people
- participated in a local event

To do this you must	Guidance	The evidence you produce <u>can</u> include	Portfolio reference	Date
1. describe how you took part in the community	Taking part in the community is about is about being accepted and getting on with the local people. Say how you participated.	<ul style="list-style-type: none"> • a written note stating and how you took part in the community 		
2. explain how you got involved	Getting involved could be by volunteering or being asked to take part.	<ul style="list-style-type: none"> • a written note stating how you got involved 		
3. describe what you gained and what the community gained	Give at least one example of how you felt you benefitted and at least one example of how you think the community benefitted from taking part.	<ul style="list-style-type: none"> • a written explanation stating how you felt you benefitted and a witness statement from a member of the community stating how the community benefitted 		

Things I Do

Entry Level 3

318 Contributing to the Community (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

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Date

IV's name

IV's signature

Date

Things I Do

Entry Level 3

319 Being Creative

This module is about being creative through the written word.

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

- developed a particular writing talent
- can show how your talent has improved

To do this you must	Guidance	The evidence you produce <u>can</u> <u>include</u>	Portfolio reference	Date
1. describe a creative art in writing you would like to develop	The creative interest in writing you describe in writing could be about poetry, narrative, humour, play writing etc.	<ul style="list-style-type: none"> • a written statement stating which creative interest in writing you want to develop giving the reason(s) why 		
2. find out more about the creative interest you describe and plan how to achieve it	Obtain information about the people and places that can help you find out more about your chosen creative interest. Explain the steps you need to take to achieve this including any costs.	<ul style="list-style-type: none"> • a brochure or leaflet or web pages giving information about your chosen interest • a copy of your plan with a statement of costs 		
3. demonstrate how your learning has improved your creative ability	Show others the piece of writing you produced and say what you learned that you did not know before.	<ul style="list-style-type: none"> • a copy of your piece of writing <p>and</p> <ul style="list-style-type: none"> • a written record or notes of you explaining to a small group of people about what you have learned 		

Things I Do

Entry Level 3

319 Being Creative (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