

# Certificate in Self-development Through Learning (3071)

## Assessment Pack

The documents in this pack are for use with the Certificate in Self Development Through Learning (3071) Entry Level 1, Entry Level 2, Entry Level 3 and Level 1 and have been designed to provide support with the structure of the portfolio in the form of personal details, support plans and reviews, records of evidence, assessor and internal verifier feedback. Examples of each have been provided for guidance.

Centres may design their own forms for use with the qualification but should seek feedback on their suitability from their EV.

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1.1

## **Certificate in Self-development Through Learning (3071)**

### **Learner's details**

|                         |                                 |
|-------------------------|---------------------------------|
| <b>Name of Learner:</b> | <b>C&amp;G registration no:</b> |
|                         | <b>Date of registration:</b>    |

### **Centre details**

|                                    |                                  |
|------------------------------------|----------------------------------|
| <b>Name of centre:</b>             | <b>Centre no:</b>                |
| <b>Centre address:</b>             |                                  |
| <b>Key worker/assessor's name:</b> | <b>Internal verifier's name:</b> |

2.1

## My Personal Statement

### About Me

Name: \_\_\_\_\_

In the box below, write a short statement about yourself, it could be about what you are doing now, what your hopes and ambitions are or anything else you might like to say about yourself.

## 2.1a (example)

### My Personal Statement (example)

#### About Me

Name: *Mel Mitra*

In the box below, write a short statement about yourself, it could be about what you are doing now, what your hopes and ambitions are or anything else you might like to say about yourself.

*My name is Melanie and I am 17 years old.*

*I am looking for somewhere of my own to live and am learning about different types of housing and the places I can get help and advice about accommodation.*

*I get on well with people and I am reliable.*

*I have put my name down to join the army.*

### 3.1

# Learner Support Plan

Organisation \_\_\_\_\_

Name \_\_\_\_\_ Support Worker \_\_\_\_\_

Support Plan Number \_\_\_\_\_ Date \_\_\_\_\_

Period of Study to which this support plan relates from \_\_\_\_\_ to \_\_\_\_\_

|                     |                  |             |
|---------------------|------------------|-------------|
| Long term goals     | Support details: | Unit Choice |
| Short term goals    |                  |             |
| How I like to learn |                  |             |

|                        |
|------------------------|
| Skills I need          |
| 1.                     |
| 2.                     |
| 3.                     |
| 4.                     |
| 5.                     |
| 6.                     |
| 7.                     |
| 8.                     |
| What I want to develop |

Learner's signature ..... Date.....

Assessor's signature ..... Date.....

### 3.1a

## Learner Support Plan (example)

Organisation **CHESTNUT COURT**

Name **Mel Mitra**

Support Worker **Susan Taylor**

Support Plan Number **1**

Date **18.04.05**

Period of Study to which this support plan relates from **18.04.05** to **23.05.05**

| Long term goals   | Support details:  | Unit Choice  |
|---|---|--|
| <b>to join the army</b>   | <b>Initial one-to-one support with the key worker, weekly reviews, attend taught sessions and final review at end of course</b> | <b>208</b>   |
| Short term goals<br><b>Stick to behaviour contract</b><br><b>Look to practice skills useful to move on</b><br><b>Keeping appointments</b> |   | <b>220</b>   |
| How I like to learn<br><b>listening, watching, studying</b>   |   | <b>221</b><br><b>308</b><br><b>311</b><br><b>315</b> |

|  |
|--|
| Skills I need  |
| 1. <b>rights and responsibilities</b>  |
| 2. <b>budgeting – keeping separate accounts</b>  |
| 3. <b>keeping a diary</b>  |
| 4. <b>making phone calls</b>   |
| 5. <b>writing letters</b>  |
| 6. <b>job search skills</b>  |
| 7. <b>getting to places on time</b>  |
| 8.   |
| What I want to develop<br><b>Understanding my tenancy rights</b><br><b>Job search skills</b> |

Learner's signature Mel Mitra

Date 18.04.05

Assessor's signature S. J. Taylor

Date 18.04.05

## 4.1

# Learner Support Plan - Review

Organisation \_\_\_\_\_

Name \_\_\_\_\_ Support Worker \_\_\_\_\_

Support Plan Number \_\_\_\_\_ Date \_\_\_\_\_

Period of Study to which this support plan relates from \_\_\_\_\_ to \_\_\_\_\_

|  |                   |
|--|-------------------|
| Review of long term goals                            | Review of support |
| Review of short term goals & my learning experiences |                   |
| Review of unit choice                                |                   |

### Review of target to achieve agreed goals

| Skills I have developed              | Evidence                | Support Worker initials |
|--------------------------------------|-------------------------|-------------------------|
| My new or revised targets            |                         |                         |
| What I am going to do by next review | How I am going to do it | By when (agreed dates)  |

Learner's signature ..... Date .....

Assessor's signature ..... Date .....

#### 4.1a (example)

### Learner Support Plan – Review (example)

Organisation **CHESTNUT COURT**

Name **Mel Mitra**

Support Worker Susan Taylor

Support Plan Number **1**

Date **03.05.05**

Period of Study to which this support plan relates from **18.04.05** to **23.05.05**

|   |  |
|---|--|
| Review of long term goals<br><b>still keen to join the army</b>   | Review of support<br><b>Mel has been on the programme for 2 weeks and is making steady progress.</b> |
| Review of short term goals & my learning experiences<br><b>keeping to her contract, starting to budget, paying rent on time, attending sessions to learn how to write letters, turning up on time</b> |  |
| Review of unit choice<br><b>continue with the same units working on 311</b>   |  |

Review of target to achieve agreed goals

| Skills I have developed  | Evidence   | Support Worker initials    |
|--|--|----------------------------|
| <b>Taking turns to discuss things in a group</b>   | <b>Tutor observation records</b>                   | <b>S.T.</b>                |
| <b>Making a note of everything I spend</b>   | <b>Written note</b>                                | <b>S.T.</b>                |
| <b>How to layout a letter</b>  | <b>worksheets</b>                                  | <b>S.T.</b>                |
| My new or revised targets<br><b>Budget for a month, pay rent on time</b><br><b>Keep my house clean</b> |  |                            |
| What I am going to do by next review   | How I am going to do it                            | By when (agreed dates)     |
| <b>Find out more about joining the army</b>  | <b>Make an appointment with the careers office</b> | <b>17<sup>th</sup> May</b> |

Learner's signature Mel Mitra

Date 3<sup>rd</sup> May 2005

Assessor's signature S. J. Taylor

Date 3/5/05

5.1

| Tutor observation/Witness statement                                      |             |
|--|-------------|
| Learner's name.....  | Date.....   |
| Module title/no:.....  | Phase ..... |
| Unit title<br>.....  |             |
| Learning outcome<br>.....  |             |
| Assessment criteria  |             |
| Give an example or examples of how the Assessment Criteria was achieved: |             |

Learner's signature ..... Date.....

Assessor's name ..... Assessor's signature ..... Date .....

IV's name ..... IV's signature ..... Date.....

5.1a

| Tutor observation (example)   |                                       |
|---|---------------------------------------|
| Learner's name <i>Sam Reed</i>  | Date <i>4<sup>th</sup> March 2005</i> |
| Module title/no: <i>Things I do</i>   | Phase <i>1</i>                        |
| Unit title: <i>What I do and want to do - 115</i>   |                                       |
| Learning outcome<br><i>Recognise her/his own routine</i>  |                                       |
| Assessment criteria <i>115.1 discuss your routine or pattern</i>  |                                       |
| Give an example or examples of how the Assessment Criteria was achieved:<br><br><i>Feedback from exercise <b>Your Routine</b></i><br><br><i>You successfully completed your timetable to show your weekly routine. You are happy with what you are currently doing and feel like you are involved in a range of different things. You can see the possibility to add a German evening class to your routine and are keen to find out more information about this.</i><br><br><i>You think routine is a good thing and that it offers you a sense of security and achievement and the chance to meet other people.</i> |                                       |

Candidate's signature

***Sam Reed***

Date ***4<sup>th</sup> March 05***

Assessor's name

Assessor's signature

**Martin Garrod**

***M. Garrod***

Date ***4/03/05***

IV's name

IV's signature

**Jo Attwood**

***J. Attwood***

Date ***11.03.05***



## 6.1a

| Record of Discussion (example)                                       |   |
|--|---|
| Candidate's name Darren Wills  | Date 1st March. 2005  |
| Module title/no: Things I Do - 220                                   | Phase 2   |
| Unit title Having Fun  |   |
| Learning outcome<br>2. Reflect on the way things went in an activity |   |
| Assessment criteria 2.1, 2.2   |   |
| Provide details of how the discussion met the Assessment Criteria:   |   |
| 2.1  | Darren explained that he went to McDonald's with his sister last Wednesday and she paid for the meal. |
| 2.2  | He said they had a good time and he's arranged to see her again next week.                            |

Candidate's signature *Darren Wills*

Date 01.03.05

Assessor's name

Assessor's signature

Stephen Keyes

*Stephen Keyes*

Date 01.03.05

IV's name

IV's signature

Mandy Sparks

*A. Sparks*

Date 08.03.05

7.1

|   |             |
|---|-------------|
| Title to be inserted e.g. written description, written details, written note, a list, a written explanation etc.) |             |
| Candidate's name.....   | Date.....   |
| Module title/no:.....   | Phase ..... |
| Unit title.....   |             |
| Learning outcome (refer to the Unit of Assessment)<br>.....<br>.....  |             |
| Assessment criteria (please follow the numbering accurately e.g. 1.1, 2.2, 3.1 etc.)                              |             |
| Provide details of how the Assessment Criteria was achieved:  |             |

Candidate's signature ..... Date.....

Assessor's name ..... Assessor's signature .....  
..... Date .....

IV's name ..... IV's signature .....  
..... Date.....

## 7.1a

| Written note (example)  |                                       |
|---|---------------------------------------|
| Candidate's name <i>Karim Ali</i>   | Date <i>5<sup>th</sup> October 04</i> |
| Module title/no: <i>Me -105</i>   | Phase <i>1</i>                        |
| Unit title: <i>Who is special to me</i>   |                                       |
| Learning outcome<br><i>1. Acknowledge someone special</i><br><i>2. Be aware that s/he can be special to someone</i>   |                                       |
| Assessment Criteria <i>1.1, 1.2, 2.1</i>  |                                       |
| Provide details of how the Assessment Criteria was achieved:<br><br><i>1.1 my girlfriend</i><br><br><i>1.2 because she is a caring and kind person who puts up with my moods</i><br><br><i>1.3 I am special to my dad because I am now the only relative he has</i> |                                       |

Candidate's signature     *Karim Ali*

Date 4.04.05

Assessor's name

Assessor's signature

Jenny Brown

Jennifer Brown

Date 04/04/05

IV's name

IV's signature

Ben Taylor

*Benjamin Taylor*

Date 11.04.05

8.1  
Me

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 .....

8.1a  
Me

**303 My Sexual Health (example)**

**Summary of Achievement**

|  |  |
|--|--|
| What can I do now that I couldn't do before?<br><br><i>I can identify what STIs are and how to prevent catching them and how to protect myself</i> | How have I approached my learning?<br><br><i>I asked my key worker for time set aside for this<br/>Turned up on time<br/>Kept materials together<br/>Managed to get in even when ill</i> |
| How have I learned?<br><br><i>I have learned by reading leaflets and talking to my key worker</i>  | What have I used to help me learn?<br><br><i>I have used leaflets, handouts and listened to the doctor at the clinic</i>   |

Candidate's name .....

Candidate's signature.....

Date .....

Assessor's name .....

Assessor's signature .....

Date .....

IV's name .....

IV's signature .....

Date .....

9.1

**Record of assessor feedback to learner**

From.....(assessor) Date.....

To.....(candidate)

Unit/Module.....Phase.....

Details of feedback:

Action required:

By when?.....

Assessor's signature.....Date.....

Candidate's signature.....Date.....

Confirmation that action has been taken

Assessor's signature.....Date.....

Candidate's signature.....Date.....

9.1a

## Record of assessor feedback to learner (example)

From **Eddie Mills** (assessor)

Date **02.03.05**

To **Louise Woods**

Module **Understanding discrimination – 405**

Phase **4**

Details of feedback:

**Well done Louise! You have clearly met all the requirements of this module, providing a variety of evidence about discrimination in the form of charts, copies of web pages and witness statements. You now have a clearer understanding of how to cope with discrimination and where to get help should you need it.**

**Your summary of achievement identifies clearly the skills and achievements learned from this module.**

Action required:

**None required on this module but you now need to complete module 308.**

By when? **30<sup>th</sup> April**

Assessor's signature. **E Mills**

Date **2nd March 2005**

Candidate's signature **Louise Woods**

Date **2nd March 2005**

Confirmation that action has been taken

Assessor's signature.....Date.....

Candidate's signature.....Date.....

10.1

**Record of internal verifier feedback to assessor**

From .....(internal verifier)                      Date.....

To.....(assessor)

Unit/Module.....Phase.....

Candidate.....

Details of feedback:

Action required:

By when?.....

Assessor's signature.....Date.....

Internal Verifier's signature.....Date.....

Confirmation that action has been taken

Assessor's signature.....Date.....

Internal Verifier's signature.....Date.....

10.1a

## Record of internal verifier feedback to assessor (example)

From **George Critchell**

Date **9th May 2005**

To **D. Middleton**

Module **Understanding Anti-Social Behaviour**

Phase **3**

Candidate **Keith Evans**

Details of feedback:

**You have made good use of the assessment records, using them for a variety of different types of evidence, a list, a statement and a written note, as suggested on the module.**

**You have encouraged the learner to provide supporting evidence to back your observations.**

**Your assessment is accurate and your feedback to the learner is positive and encouraging.**

Action required:

**Please include the learner's personal statement, action plans and reviews so that this module can be put forward for external verification.**

By when? **16<sup>th</sup> May 2005**

Assessor's signature **Keith Evans**

Date **10th May 2005**

Internal Verifier's signature **G. Critchell**

Date **10<sup>th</sup> May 2005**

Confirmation that action has been taken

Assessor's signature.....Date.....

Internal Verifier's signature.....Date.....