

<b>Unit Title</b>	<b>Personal Study Skills</b>
<b>Ofqual unit reference number (code)</b>	<b>D/505/6045</b>
<b>Organisation Reference</b>	<b>PSS3</b>
<b>Unit Level</b>	<b>Three</b>
<b>Unit Sub Level</b>	<b>None</b>
<b>Unit Credit Value</b>	<b>6</b>
<b>GLH</b>	<b>42</b>
<b>Sector Subject Areas</b>	<b>14.1 Foundations for Learning and Life</b>
<b>Unit Grading Structure</b>	<b>Pass</b>
<b>Availability</b>	<b>Shared</b>
<b>Restricted Organisations</b>	<b>N/A</b>
<b>Assessment Guidance</b>	<b>N/A</b>

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Know how to locate, retrieve and store information.	1.1. Locate resource materials for a research topic using standard classification systems. 1.2. Create written notes from written and oral sources. 1.3. Evaluate main styles of note-taking in terms of source and preferred style. 1.4. Retrieve information from: <ul style="list-style-type: none"> <li>a) browsers</li> <li>b) public search engines.</li> </ul> 1.5. Set up electronic filing systems to enable: <ul style="list-style-type: none"> <li>a) location</li> <li>b) retrieval</li> <li>c) transfer of information retaining drafts and sources of information.</li> </ul>
2. Be able to summarise written materials.	2.1. Evaluate information from a range of source materials using recognised techniques: <ul style="list-style-type: none"> <li>a) skimming</li> <li>b) scanning.</li> </ul> 2.2. Summarise main points on a complex subject from written materials.
3. Be able to produce written materials for specific purposes.	3.1. Explain complex ideas in an understandable manner, avoiding plagiarism. 3.2. Produce written work using: <ul style="list-style-type: none"> <li>a) grammatical structures</li> <li>b) accurate spelling</li> <li>c) standard punctuation.</li> </ul>

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
	3.3. Produce an essay which: <ul style="list-style-type: none"> <li>a) is well-structured</li> <li>b) shows a response to a given title which is logical and includes evidence.</li> </ul> 3.4. Produce detailed bibliographies using a recognised system of classification.
4. Know how to use IT applications for study.	4.1. Use IT functions to: <ul style="list-style-type: none"> <li>a) edit</li> <li>b) organise</li> <li>c) integrate complex information from different sources using backup routines.</li> </ul> 4.2. Use IT applications to present complex information in different formats. 4.3. Use e-mail to communicate with others.
5. Be able to engage in discussion.	5.1. Explain complex information in different situations. 5.2. Differentiate their contribution to take account of different: <ul style="list-style-type: none"> <li>a) audiences</li> <li>b) subjects</li> <li>c) situations.</li> </ul> 5.3. Apply listening skills to take forward the discussion for others to contribute to: <ul style="list-style-type: none"> <li>a) create opportunities</li> <li>b) ask follow-up questions</li> <li>c) interpret others view-points.</li> </ul>
<b>Equivalences</b>	<b>N/A</b>