

U071 1 Key Skill Assessment: improving your own learning and performance

<b>Criteria for assessment: evidence you present must show you can:</b>	<b>Checklist: check that your evidence shows what you have done to:</b>
<p><b><i>Develop a strategy for improving your own learning and performance.</i></b></p>	
<p>Review your current capabilities and clearly identify what you hope to achieve in the future.</p> <p>Research information on relevant learning opportunities and ways to improve your performance, to inform planning.</p> <p>Set SMART targets and plan how these will be met, prioritising tasks and making a reasoned choice of methods and resources.</p>	<p>Identify patterns of strengths and weaknesses to identify goals and explain why these are important to you.</p> <p>Identify where you can use skills to improve your learning and performance (i.e. time management, methods of learning, and seeking and using feedback) within your study or work activities.</p> <p>List reference sources that you might use, including people.</p> <p>Write down a plan for accomplishing your goal(s) that:</p> <ul style="list-style-type: none"> <li>• divides the work into parts;</li> <li>• identifies interim targets;</li> <li>• gives a time schedule/deadlines for the parts.</li> </ul> <p>Keep notes of revisions and a log that records why you made modifications. Include the methods you intend to use to achieve your goals.</p>
<p><b><i>Monitor progress and adapt your strategy to improve your performance.</i></b></p>	
<p>Manage your time effectively and take responsibility for using different ways of learning to meet new demands.</p> <p>Seek and actively use feedback and support from a variety of sources, to help meet your targets.</p>	<p>Use plans and make adjustments when required.</p> <p>Identify what the learning task involves and make decisions about the method to learn.</p> <p>Use feedback and your own self-assessment to develop a picture of your performance.</p> <p>Use criteria to help you monitor your progress.</p>

<p>Reflect critically on your learning and adapt your strategy as necessary to improve your performance.</p>	<p>Use interim checks and adjustments to see if:</p> <ul style="list-style-type: none"> <li>• targets/sub-goals are being met;</li> <li>• attempted methods are approaching your goals.</li> </ul> <p>Describe the changes you had to make in your plan along the way. Identify modifications that have or should have taken place. 'Stand back' at critical points to reflect on performance.</p>
<p><b><i>Evaluate your strategy and present the outcomes of your learning.</i></b></p>	
<p>Review the different ways you have learned and the extent to which you have met your targets. Bring together and clearly illustrate what you have learned, organising evidence to support your purpose. Assess the effectiveness of your strategy, including factors that affected the outcomes, and identify ways of further improving your own learning and performance.</p>	<p>Identify and label activities you have learned using different ways of learning. Consider any aspects of your learning that have changed.</p> <p>Assess the quality of your work by making connections between criteria, feedback comments and your own judgement of your performance.</p> <p>Identify those factors that affected the production and presentation of your work. Relate goals for improvement to progress so far, and to possibilities for future development.</p>