

Improving own learning and performance

What you need to know

In developing a strategy, you need to know how to:

- review your current capabilities, including your preferred learning styles (eg using your...[Skills] File, academic records, performance reviews, examples of work, testimonials, reports, awards, information from your tutor, lecturers, trainers, line manager, colleagues, family friends);
- identify what you hope to achieve in the future (eg learning, personal or career goals);
- establish opportunities for improving your learning and performance (eg a programme of study or training, project or work to be carried out over a period of three months or so);
- identify relevant sources of information, including people and reference material (eg tutor, trainer, mentor, careers adviser, colleagues; training and development manuals, on-line careers material) and research the information needed for planning purposes (eg to explore alternatives, obtain advice and challenge your thinking);
- set realistic targets (eg targets that are SMART—specific, measureable, achievable, realistic and time-bound), taking into account your personal preferences, motivation, needs and circumstances (eg financial, health, available time);
- plan how these targets will be met by identifying action points and deadlines, prioritising tasks and identifying resources and support needed from others;
- make a reasoned selection of methods that are likely to provide the quality of outcomes required (eg visual, verbal, auditory, physical learning styles).

In monitoring progress, you need to know how to:

- manage your time effectively (eg to meet deadlines for tasks, cope with unexpected demands, create new opportunities for yourself if appropriate occasions arise);
- use different approaches to learning, including:

- independent forms of learning (ie take responsibility for what, when and how you learn);
- directed forms of learning (eg lectures, seminars, training sessions, guided practical activities);
- methods that suit different learning styles (eg visual, verbal, auditory, physical);
- seek and actively use feedback and support from a variety of sources to help meet your targets (eg take the initiative in requesting feedback from those supervising your work, colleagues and others; use reference books, study guides, distance learning materials, manuals, on-line help), including a formal review with a person who is familiar with your work;
- monitor and critically reflect on what you are learning and how you are learning, noting choices you make and judging their effectiveness (eg impact on performance);
- adapt your strategy to overcome difficulties and produce the quality of outcomes required.

In evaluating strategy and presenting outcomes, you need to know how to:

- select effective ways to present your achievements (eg written forms such as an essay or report, a CV with a personal statement; visual forms such as an exhibition of art or craft work; a performance such as an appraisal or job interview, demonstration of a task or working model, oral presentation or a role in a performing-arts event);
- organise supporting evidence of your achievements to suit your purpose (eg sift, collate and select relevant examples of work, testimonials, academic records, awards, certificates);
- bring together and clearly illustrate what you have learned from different complex learning activities, including one example of independent learning and one example of directed learning;
- assess the effectiveness of your strategy, identifying factors that had an impact on the outcomes (eg resources, time, environment, usefulness of feedback and support, own level of confidence);
- identify ways of further improving your own learning and performance.

What you must do

You must:

Provide at least **one** example of meeting the standard for LP4.1, LP4.2 and LP4.3 (the example should include at least three targets). Overall, show you can use at least **two** different ways of learning to improve your performance.

Evidence must show you can:

<p>LP4.1</p> <p>Develop a strategy for improving your own learning and performance.</p>	<p>4.1.1 review your current capabilities and identify what you hope to achieve in the future;</p> <p>4.1.2 research information on relevant learning opportunities and ways to improve your performance, to inform planning;</p> <p>4.1.3 set SMART targets and plan how these will be met, prioritising tasks and making a reasoned choice of methods and resources.</p>
<p>LP4.2</p> <p>Monitor progress and adapt your strategy to improve your performance.</p>	<p>4.2.1 manage your time effectively and take responsibility for using different ways of learning to meet new demands;</p> <p>4.2.2 seek and actively use feedback and support from a variety of sources, to help meet your targets;</p> <p>4.2.3 reflect critically on your learning and adapt your strategy as necessary to improve your performance.</p>
<p>LP4.3</p> <p>Evaluate your strategy and present the outcomes of your learning.</p>	<p>4.3.1 review the different ways you have learned and the extent to which you have met your targets;</p> <p>4.3.2 bring together and clearly illustrate what you have learned, organising evidence to support your targets;</p> <p>4.3.3 assess the effectiveness of your strategy, including factors that affected the outcomes, and identify ways of further improving your own learning and performance.</p>

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