

**Unit Title:** Study Skills  
**Level:** Two  
**Credit Value:** 9  
**GLH:**  
**NOCN Unit Code:** HC7/2/TE/155  
**QCA Unit Reference**  
**Grading Descriptors:** Not Applicable

This unit has 9 learning outcomes.

<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT CRITERIA</b>
<b>The learner will:</b>	<b>The learner can:</b>
1. Recognise personal learning strengths and weaknesses.	1.1. Describe personal learning strengths and weaknesses. 1.2. Describe personal learning preferences
2. Understand how to plan and organise study.	2.1. Describe factors that influence the way personal study is planned and organised.
3. Understand how to locate and use sources of information.	3.1. Describe how to locate information within a learning resource centre
4. Recognise ways of note-taking.	4.1. Describe two note taking methods
5. Understand how to use speaking and listening skills in a group presentation	5.1. Describe the speaking and listening skills required for participation in a group presentation
6. Present oral information.	6.1. Make a presentation using one presentation method appropriately.
7. Understand how to plan and structure essays.	7.1. Produce a correctly structured essay.
8. Recognise the difference between fact and opinion.	8.1. From a given text select 3 examples each of fact and opinion.
9. Understand how sources of information are referenced.	9.1. Provide a bibliography for a given assessment.

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### ASSESSMENT INFORMATION

#### Guidance:

This grid gives details of the assessment activities to be used with the unit attached. Please refer to the NOCN Handbook for definitions of each activity and the expectations for assessment practice and evidence for moderation.

**The assessment activities for this unit are indicated in the table below:**

**Key: P = Prescribed** – this assessment method *must* be used to assess the unit.  
**O = Optional** – this assessment method *could* be used to assess the unit.

Case study		Project	
Written question & answer/test/exam		Role play/simulation	
Essay		Practical demonstration	
Report		Group discussion	
Oral question and answer		Performance/exhibition	
Written description		Production of artefact	
Reflective log / diary		Practice file	

#### Signposting Key Skills

This unit offers clear opportunities for learners to provide evidence of achievement in Key Skills achievement in the following skill area/s:

<b>Key Skill</b>		<b>Wider Key Skill</b>	
Communication		Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and Performance	

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**Accredited Start date:**  
**Accredited End date:**  
**Unit Sector/Subject area:**  
**Grading descriptors:**  
**Availability for Use:**

<b>Purpose and Aim of the Unit</b>	Free Text
<b>Restrictions on the Availability</b>	Free Text or N/A
<b>Additional Assessment Requirements</b>	Free Text or N/A
<b>Details of relationship between the Unit and the NOS</b>	Free Text or N/A
<b>Details of relationship between the Unit and Standards (not NOS)</b>	Free Text or N/A
<b>Endorsement of the Unit by</b>	Free Text or N/A