Unit Title: **Basic Skills for Effective Study**
Level: **Three**
Credit Value: **6**
GLH:
NOCN Unit Code: **HC7/3/TE/018**
QCA Unit Reference
Grading Descriptor Number(s): 1, 3, 5, 7

This unit has 6 learning outcomes.

LEARNING OUTCOMES	**ASSESSMENT CRITERIA**
The learner will:	**The learner can:**
1. Adopt a logical and coherent approach to structuring various forms of written presentation	1.1 Record details of published materials in adherence with the Harvard Convention for referencing 1.2 Indicate appropriate use of a bibliography compared with referencing 1.3 Provide a rationale for each chosen design 1.4 Devise plans for at least three assessment questions/activities from more than two of the following: Report, Leaflet, Summary, Evaluation
2. Recognise the diverse range of information retrieval sources available within a library	2.1 Provide evidence of a literature search, involving the use of at least three of the following media relevant to a topic selected by the student: Library Catalogue, Professional Journals, CD ROMs, Texts, Internet 2.2 Identify and use a range of information centres
3. Understand different approaches to reading and note-taking	3.1 Evaluate at least three methods to facilitate effective and efficient reading 3.2 Explain at least three different approaches to note-taking, analysing the strengths and shortcomings of each approach
4. Design a personal study schedule	4.1 Analyse factors, which may promote and inhibit effective and efficient study 4.2 Evaluate key considerations when designing a personal study schedule

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LEARNING OUTCOMES	**ASSESSMENT CRITERIA**
The learner will:	**The learner can:**
5. Produce a strategy for the preparation and completion of a written text/examination	5.1 Select and rationalise appropriate techniques 5.2 Examine anxiety/stress management skills applicable to examination settings 5.3 Devise a revision schedule, which takes into consideration work, social and domestic commitments
6. Understand the principles of oral presentation	6.1 Evaluate and analyse the presentation 6.2 Plan and deliver a short presentation on an agreed topic

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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:

Key Skill		**Wider Key Skill**	
Communication		Working with others	
Information Technology		Problem solving	
Application of Number		Improving Own Learning and	

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		Performance	

Unit Title:
Level:
Credit Value:
GLH:
NOCN Unit Code:
QCA Unit Reference Code:
Accredited Start date:
Accredited End date:
Unit Sector/Subject area:
Grading descriptors:
Availability for Use:

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