Access to H.E.
National Programme Unit

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Unit Title:	Personal Development: Setting Targets and Reflective Practice	Ungraded Unit Code:	UD33DEV28
Pathway(s):	All Pathways		
Module(s):	Developmental		
Level:	3	Credit Value:	3
Valid from:	11th November 2019	Valid to:	31st July 2025

LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	**The learner can:**
1 Understand the importance of planning, prioritising and target setting for effective learning and career development	1.1 Identify long term targets and goals, e.g. plans for Higher Education and career goals
	1.2 Identify SMART targets for the year ahead
	1.3 Produce a weekly plan that balances time use between study and other commitments, including family, work, leisure and social
	1.4 Identify and prioritise what action will be required to meet identified targets
	1.5 Predict possible problems that might disrupt plans and identify possible solutions to these
	1.6 Obtain and summarise advice from tutors, student services, career advisers and other sources of support
2. Understand the importance of regularly reviewing progress to improve performance and modify plans if necessary	2.1 Regularly monitor progress towards meeting targets and review plans for the year
	2.2 Identify and deal with factors which may affect progress towards completing tasks and achieving targets

	2.3 Show flexibility in changing plans to meet changed circumstances
	2.4 Use feedback from tutors and others to improve performance
3. Understand the importance of self-evaluation	3.1 Reflect on their learning experience and achievements in order to a) Identify techniques and practices that were effective in promoting learning and achievement b) Identify factors that were a hindrance to learning and achievement and ways in which these might be managed more effectively in the future c) Update plans for further personal development and career