Open Awards Qualification Unit

Form OAQU

This unit forms part of a regulated qualification. Click here to view qualifications.

1 Unit Details

Unit Title:	Personal Study Skills
QAC Code:	M/504/8127
Level:	Level 2
Credit Value:	6
Minimum GLH:	48

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to locate, retrieve and store information	1.1 Locate written reference sources relevant to given subjects and/or topics using standard classification systems
	1.2 Create written notes from given sources in different formats
	1.3 Use browsers and public search engines to retrieve information
	1.4 Set up electronic filing systems to enable: (a) location of information (b) retrieval of information (c) transfer of information
2. Be able to respond to written materials	2.1 Use skimming and scanning techniques to find information relevant to a given topic
	2.2 Make an accurate and organised summary of the main points extracted from the material
3. Be able to produce written materials for specific purposes	3.1 Produce written work using standard punctuation and accurate spelling with no major grammatical errors
	3.2 Plan ideas in a clearly structured, sequenced and paragraphed written form

	3.3	Present ideas in a clearly structured, sequenced and paragraphed written form
	3.4	Produce a bibliography and reference source within the scope of the work set
4. Use IT applications to enhance own learning	4.1	Use IT functions to edit, organise and integrate information from different sources
	4.2	Use word processing and/or spreadsheet programmes to present information clearly
	4.3	Use e-mail effectively to communicate with others
5. Be able to make contributions in individual and group discussions	5.1	Give and obtain information in different situations
	5.2	Make contributions that build on the contributions of others
	5.3	Demonstrate effective listening skills and sensitivity to others' opinions
	5.4	Respond to questions resulting from own contributions to discussion