

Open Awards Qualification Unit



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1 Unit Details

Unit Title:	Developing Personal Study Skills
Unique Reference Number:	J/506/7752
Level:	Level 3
Credit Value:	6
Minimum GLH:	42

2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Know how to locate, retrieve and store information efficiently.	1.1 Independently identify the appropriate resource material for a research topic using classification systems including an electronic storage system.
	1.2 Create written notes from written and oral sources and assess main styles of note-taking in terms of source and preferred style.
	1.3 Use browsers and public search engines to retrieve relevant information.
	1.4 Set up electronic filing systems to enable efficient location, retrieval and transfer of information of a wide range of types, retaining drafts and sources of information.
2. Read and respond to written materials.	2.1 Use skimming and scanning techniques to select, evaluate and combine information effectively from a range of source materials.
	2.2 Make an accurate and organised summary of main points and ideas on a complex subject.
3. Produce written materials for specific purposes.	3.1 Express complex ideas in an understandable manner, using appropriate and effective vocabulary and avoiding plagiarism.

	3.2	Produce fluent written work that uses a wide range of grammatical conventions and has few errors in spelling and punctuation.
	3.3	Plan and produce a well-structured essay that shows a sustained, evidenced and logically argued response to a given title.
	3.4	Produce detailed bibliographies using the Harvard or other recognised system.
4. Use basic IT applications to enhance own learning.	4.1	Use appropriate IT functions to edit, organise and integrate complex information from a range of sources using backup routines.
	4.2	Use word processing and spreadsheet packages to clearly present complex information in a range of appropriate formats.
	4.3	Use e-mail effectively to communicate with others.
5. Make appropriate personal contributions in individual and group discussions.	5.1	Give and obtain information and exchange ideas in a variety of routine situations on both complex and familiar subjects with peers, tutors and careers advisors.
	5.2	Organise their contribution to discussions to take account of different audiences, subjects, situations, and their own role.
	5.3	Take forward the discussion and create opportunities for others to contribute by asking follow up questions, inviting them to contribute their viewpoint and by listening to and interpreting others' points of view.
	5.4	Respond appropriately to questions resulting from own contribution to a complex topic.