Qualification Rules of Combination

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| **1** | **QUALIFICATION TITLE**  **GCR E2.1** |
| Open Awards Level 2 Award in Study Skills | |

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| **2** | **RULES OF COMBINATION** | |
| Credit Value of the Qualification: | | 9 |
| Minimum Credits to be achieved at the Level of the Qualification: | | 9 |
| Mandatory Units A: | | 1 credit |
| Optional Unit Group B | | Minimum of 8 credits |

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| **3** | **QUALIFICATION UNITS**  **GCR: D6.1, E3.2, E4.1, E4.2, E8.1, E8.2** |

| **QAC Code** | **Unit Name** | **Credit Value** | **Level** | **GLH** | **1st Reader** | **2nd Reader** |
| --- | --- | --- | --- | --- | --- | --- |
| **Mandatory Group A** | | | | |  |  |
| J/615/9115 | Referencing and Plagiarism | 1 | 2 | 8 |  |  |
| **Optional Group B** | | | | |  |  |
| M/615/9142 | Critical Thinking | 2 | 2 | 16 |  |  |
| A/615/9113 | Decision Making | 1 | 2 | 8 |  |  |
| A/615/9855 | Improving Own Learning and Performance | 3 | 2 | 24 |  |  |
| F/615/9145 | Practical Presentation Skills | 3 | 2 | 24 |  |  |
| T/615/9157 | Report Writing | 1 | 2 | 8 |  |  |
| J/615/9132 | Research Skills | 3 | 2 | 24 |  |  |
| R/507/5224 | Resilience Skills | 2 | 2 | 16 |  |  |
| K/615/9124 | Summarising Documents | 1 | 2 | 8 |  |  |
| H/615/9137 | Teamwork Skills | 3 | 2 | 24 |  |  |
| New Unit | Time Management | 2 | 2 | 16 |  |  |
| R/506/3560 | Writing Persuasive Text | 1 | 2 | 8 |  |  |
| J/506/3555 | Writing to Convey Information | 2 | 2 | 16 |  |  |

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| **5** | **Total Qualification Time**  **GCR E7.1, E7.2, E7.3, E8.1, E8.2** | |
| TQT | | 90 |
| Minimum GLH: | | 54 |

# Open Awards

# Qualification Unit

This unit forms part of a regulated qualification. Click [here](http://www.openawards.org.uk/qualification_list.aspx?rits=J_615_9115) to view qualifications.

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| 1 | Unit Details |

|  |  |
| --- | --- |
| Unit Title: | Referencing Skills |
|  |  |
| Unit Reference  Number: | J/615/9115 |
|  |  |
| Level: | Level 2 |
|  |  |
| Credit Value: | 1 |
|  |  |
| Minimum GLH: | 8 |

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| **2** | **Learning Outcomes and Criteria** |

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| --- | --- | --- | --- |
| Learning Outcome (The Learner will): | | Assessment Criterion (The Learner can): | |
| 1. | Know about referencing | 1.1 | Explain the need to reference |
| 1.2 | Identify conventional systems of referencing |
| 1.3 | Reference sources of information from different types of resource |
| 1.4 | Produce a reference list and bibliography using a conventional system of referencing |
| 2. | Know about the implications of copyright law | 2.1 | Identify issues relating to plagiarism and copyright of electronic materials |
| 2.2 | Explain the effect of the identified issues |

**Open Awards**

# Qualification Unit

This unit forms part of a regulated qualification. Click [here](http://www.openawards.org.uk/qualification_list.aspx?rits=M_615_9142) to view qualifications.

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| 1 | Unit Details |

|  |  |
| --- | --- |
| Unit Title: | Critical Thinking |
|  |  |
| Unit Reference  Number: | M/615/9142 |
|  |  |
| Level: | Level 2 |
|  |  |
| Credit Value: | 2 |
|  |  |
| Minimum GLH: | 16 |

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| **2** | **Learning Outcomes and Criteria** |

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| --- | --- | --- | --- |
| Learning Outcome (The Learner will): | | Assessment Criterion (The Learner can): | |
| 1. | Understand basic concepts of critical analysis | 1.1 | Identify differing types of arguments |
| 1.2 | Give examples of simple explanatory arguments |
| 1.3 | Give examples of arguments which justify decisions about action |
| 1.4 | Give examples of commonly held:   1. Assumptions 2. Stereotypes 3. Biases |
| 1.5 | Describe why different standards are applied to evaluating arguments |
| 2. | Understand the application of critical analysis to concepts, ideas and opinions | 2.1 | Present an argument in a clear, logical, coherent way |
| 2.2 | Identify critical analysis in a group discussion |

# Open Awards

# Qualification Unit

This unit forms part of a regulated qualification. Click [here](http://www.openawards.org.uk/qualification_list.aspx?rits=A_615_9113) to view qualifications.

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| 1 | Unit Details |

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| --- | --- |
| Unit Title: | Decision Making Skills |
|  |  |
| Unit Reference  Number: | A/615/9113 |
|  |  |
| Level: | Level 2 |
|  |  |
| Credit Value: | 1 |
|  |  |
| Minimum GLH: | 8 |

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| **2** | **Learning Outcomes and Criteria** |

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| --- | --- | --- | --- |
| Learning Outcome (The Learner will): | | Assessment Criterion (The Learner can): | |
| 1. | Know how decisions are made | 1.1 | Describe the decision making process |
| 2. | Know about the different types of decisions made within groups | 2.1 | Identify different types of decisions that could be reached by a group |
| 3. | Know about different decision making styles | 3.1 | Describe different decision making styles |
| 3.2 | Discuss the strengths and weaknesses of each |
| 3.3 | Participate in a given situation requiring decision making skills |

# Open Awards

# Qualification Unit

This unit forms part of a regulated qualification. Click [here](http://www.openawards.org.uk/qualification_list.aspx?rits=A_615_9855) to view qualifications.

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| 1 | Unit Details |

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| --- | --- |
| Unit Title: | Improving Own Learning and Performance |
|  |  |
| Unit Reference  Number: | A/615/9855 |
|  |  |
| Level: | Level 2 |
|  |  |
| Credit Value: | 3 |
|  |  |
| Minimum GLH: | 24 |

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| **2** | **Learning Outcomes and Criteria** |

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| --- | --- | --- | --- |
| Learning Outcome (The Learner will): | | Assessment Criterion (The Learner can): | |
| 1. | Know about different ways and areas of learning which reflect own likes and/or dislikes | 1.1 | Describe different ways of learning |
| 1.2 | Give reasons why they like or dislike different ways of learning |
| 1.3 | Identify areas of learning which they enjoy and/or they feel that they are good at |
| 1.4 | Describe the identified areas of learning |
| 2. | Be able to use own strengths, aptitudes and skills to determine learning targets | 2.1 | Describe how the achievement of learning targets can be supported by   1. Own strengths 2. Own aptitudes 3. Own skills |
| 2.2 | Select short term learning targets based on existing   1. Strengths 2. Aptitudes 3. Skills |
| 3. | Be able to plan how to achieve learning targets | 3.1 | Produce an action plan showing how the learning targets can be achieved |
| 3.2 | Identify possible obstacles to learning |
| 3.3 | Describe ways of overcoming identified obstacles to learning |
| 4. | Be able to review own performance against action plan | 4.1 | Use feedback from others to aid progress towards learning targets |
| 4.2 | Describe the progress made in implementing the action plan |
| 4.3 | Revise the action plan after reviewing progress |

# Open Awards

# Qualification Unit

This unit forms part of a regulated qualification. Click [here](http://www.openawards.org.uk/qualification_list.aspx?rits=F_615_9145) to view qualifications.

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| 1 | Unit Details |

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| Unit Title: | Practical Presentation Skills |
|  |  |
| Unit Reference  Number: | F/615/9145 |
|  |  |
| Level: | Level 2 |
|  |  |
| Credit Value: | 3 |
|  |  |
| Minimum GLH: | 24 |

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| **2** | **Learning Outcomes and Criteria** |

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| Learning Outcome (The Learner will): | | Assessment Criterion (The Learner can): | |
| 1. | Understand the skills involved in preparing and delivering presentations | 1.1 | Give reasons why presentations may be necessary |
| 1.2 | Describe the most common delivery styles and structures for presentations |
| 1.3 | Explain the importance of:  a) Preparation  b) Planning  c) Presentation  d) Performance |
| 1.4 | Describe the main elements that make up each of the above |
| 2. | Be able to use different visual aids and delivery styles in presentations | 2.1 | Select a variety of visual aids for use within given presentations |
| 2.2 | Give reasons for selection of the visual aids used |
| 2.3 | Use a selected delivery style for given presentations |
| 2.4 | Give reasons for using delivery style chosen |
| 3. | Be able to plan a presentation | 3.1 | Identify sources of information |
| 3.2 | Select different sources of information relevant to the topic of presentation |
| 3.3 | Follow a given structure to plan a presentation for a given task |
| 4. | Be able to deliver a presentation | 4.1 | Introduce topic clearly |
| 4.2 | Speak audibly, using tone and register appropriate to the audience and level of formality |
| 4.3 | Present material logically, linking ideas together |
| 4.4 | Explain key concepts |
| 4.5 | Use appropriate evidence to support the ideas, arguments and opinions presented |
| 4.6 | Present an effective conclusion |
| 5. | Be able to assess performance and identify areas for improvement | 5.1 | Assess own performance |
| 5.2 | Obtain feedback from audience |
| 5.3 | Identify areas for own improvement |

**Open Awards**

**Qualification Unit**

This unit forms part of a regulated qualification. Click [here](http://www.openawards.org.uk/qualification_list.aspx?rits=T_615_9157) to view qualifications.

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| 1 | Unit Details |

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| Unit Title: | Report Writing |
|  |  |
| Unit Reference  Number: | T/615/9157 |
|  |  |
| Level: | Level 2 |
|  |  |
| Credit Value: | 1 |
|  |  |
| Minimum GLH: | 8 |

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| **2** | **Learning Outcomes and Criteria** |

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| Learning Outcome (The Learner will): | | Assessment Criterion (The Learner can): | |
| 1. | Be able to produce a written formal report | 1.1 | Outline the purpose of a specific formal report |
| 1.2 | Write a formal report on a given subject following standard conventions |

# Open Awards

# Qualification Unit

This unit forms part of a regulated qualification. Click [here](http://www.openawards.org.uk/qualification_list.aspx?rits=J_615_9132) to view qualifications.

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| --- | --- |
| 1 | Unit Details |

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| --- | --- |
| Unit Title: | Research Skills |
|  |  |
| Unit Reference  Number: | J/615/9132 |
|  |  |
| Level: | Level 2 |
|  |  |
| Credit Value: | 3 |
|  |  |
| Minimum GLH: | 24 |

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| **2** | **Learning Outcomes and Criteria** |

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| --- | --- | --- | --- |
| Learning Outcome (The Learner will): | | Assessment Criterion (The Learner can): | |
| 1. | Understand different types of research methods and their uses | 1.1 | Describe the methodology of research methods |
| 1.2 | Describe how different methods can be used for research purposes |
| 2. | Know how to plan a piece of research | 2.1 | Describe how to identify research aims for a relevant topic of research |
| 2.2 | Describe how to plan a research design model |
| 3. | Know how to report on a piece of research | 3.1 | Describe how to produce a research report that:   1. uses a standard format 2. presents information 3. describes findings in relation to the research aims |
| 3.2 | Describe how to use an accepted method of referencing for source material |
| 4. | Know how to evaluate a piece of research | 4.1 | Describe the process for evaluating the outcomes of research |

# Open Awards

# Qualification Unit

This unit forms part of a regulated qualification. Click [here](http://www.openawards.org.uk/qualification_list.aspx?rits=R_507_5224) to view qualifications.

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| 1 | Unit Details |

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| Unit Title: | Resilience Skills |
|  |  |
| Unit Reference  Number: | R/507/5224 |
|  |  |
| Level: | Level 2 |
|  |  |
| Credit Value: | 2 |
|  |  |
| Minimum GLH: | 16 |

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| **2** | **Learning Outcomes and Criteria** |

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| Learning Outcome (The Learner will): | | Assessment Criterion (The Learner can): | |
| 1. | Understand resilience and its impact | 1.1 | Describe what is meant by resilience |
| 1.2 | Describe a situation where resilience skills have been used |
| 1.3 | Describe why resilience is important for:   1. An individual 2. Society |
| 2. | Understand how to develop an individual's resilience | 2.1 | Describe why a positive outlook on life can be important to an individual's resilience |
| 2.2 | Describe ways of creating a positive outlook on life |
| 2.3 | Describe a range of factors that contribute to an individual's resilience |
| 2.4 | Describe a range of ways to develop an individual's resilience |
| 3. | Be able to develop resilience skills | 3.1 | Assess her/his resilience skills detailing strengths and areas for improvement |
| 3.2 | Create and implement an action plan to develop their resilience skills |
| 3.3 | Reflect on the action plan detailing further development points for building resilience. |

# Open Awards

# Qualification Unit

This unit forms part of a regulated qualification. Click [here](http://www.openawards.org.uk/qualification_list.aspx?rits=K_615_9124) to view qualifications.

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| 1 | Unit Details |

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| --- | --- |
| Unit Title: | Summarising Documents |
|  |  |
| Unit Reference  Number: | K/615/9124 |
|  |  |
| Level: | Level 2 |
|  |  |
| Credit Value: | 1 |
|  |  |
| Minimum GLH: | 8 |

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| **2** | **Learning Outcomes and Criteria** |

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| --- | --- | --- | --- |
| Learning Outcome (The Learner will): | | Assessment Criterion (The Learner can): | |
| 1. | Be able to distinguish between the key points and supporting detail in documents of several pages | 1.1 | Extract the key points from a document of several pages |
| 2. | Understand that the intended purpose and audience for a summary should influence the way in which it is written | 2.1 | Explain how summaries can be written and presented differently according to purpose and audience |
| 3. | Be able to summarise the key points of documents of several pages in a way that is consistent with the intended purpose and audience | 3.1 | Produce a summary which:   1. Captures the key points of a document accurately 2. Is presented in a format and uses language appropriate for the intended purpose and audience 3. Has been proof read and edited for accuracy |

**Open Awards**

**Qualification Unit**

This unit forms part of a regulated qualification. Click [here](http://www.openawards.org.uk/qualification_list.aspx?rits=H_615_9137) to view qualifications.

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| --- | --- |
| 1 | Unit Details |

|  |  |
| --- | --- |
| Unit Title: | Teamwork Skills |
|  |  |
| Unit Reference  Number: | H/615/9137 |
|  |  |
| Level: | Level 2 |
|  |  |
| Credit Value: | 3 |
|  |  |
| Minimum GLH: | 24 |

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| **2** | **Learning Outcomes and Criteria** |

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| --- | --- | --- | --- |
| Learning Outcome (The Learner will): | | Assessment Criterion (The Learner can): | |
| 1. | Be able to contribute to the setting of team and individual goals | 1.1 | Identify the team’s goals |
| 1.2 | Describe the process involved in planning and deciding the team’s goals |
| 2. | Understand own and others’ responsibilities in achieving the team’s goals | 2.1 | Organise own activities effectively within the agreed goals of the team |
| 2.2 | Provide information detailing own and other team members’ responsibilities |
| 3. | Be able to plan and undertake team activities | 3.1 | Plan activities that enable the team to reach its goals |
| 3.2 | Identify own responsibilities towards the team in relation to the plan |
| 3.3 | Carry out own responsibilities |
| 3.4 | Contribute to the successful completion of the team activites |
| 4. | Be able to review the team activities | 4.1 | Feedback on own actions in relation to the overall team activities |
| 4.2 | Describe different team members’ contributions |

# Open Awards

# Qualification Unit

This unit forms part of a regulated qualification. Click [here](http://www.openawards.org.uk/qualification_list.aspx?rits=F_615_7007) to view qualifications.

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| --- | --- |
| 1 | Unit Details |

|  |  |
| --- | --- |
| Unit Title: | Time Management Skills |
|  |  |
| Unit Reference  Number: | New Unit |
|  |  |
| Level: | Level 2 |
|  |  |
| Credit Value: | 2 |
|  |  |
| Minimum GLH: | 16 |

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| **2** | **Learning Outcomes and Criteria** |

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| --- | --- | --- | --- |
| Learning Outcome (The Learner will): | | Assessment Criterion (The Learner can): | |
| 1. | Understand the importance of effective time management in relation to own personal learning programme | 1.1 | Describe the importance of effective time management in relation to own personal learning programme, including:   1. Impact on study 2. Impact on well-being |
| 2. | Know about time management | 2.1 | Describe what is meant by time management |
| 2.2 | Explore a range of time management skills or tools |
| 2.3 | Reflect on how they use time management skills or tools to support own effective time management |
| 3. | Know how to use time management as a way of reducing stress | 3.1 | Identify examples of symptoms of stress including:   1. Physical 2. Emotional 3. Behavioural |
| 3.2 | Describe how time management can help reduce stress |

# Open Awards

# Qualification Unit

This unit forms part of a regulated qualification. Click [here](http://www.openawards.org.uk/qualification_list.aspx?rits=R_506_3560) to view qualifications.

|  |  |
| --- | --- |
| 1 | Unit Details |

|  |  |
| --- | --- |
| Unit Title: | Writing Persuasive Text |
|  |  |
| Unit Reference  Number: | R/506/3560 |
|  |  |
| Level: | Level 2 |
|  |  |
| Credit Value: | 1 |
|  |  |
| Minimum GLH: | 8 |

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| **2** | **Learning Outcomes and Criteria** |

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| --- | --- | --- | --- |
| Learning Outcome (The Learner will): | | Assessment Criterion (The Learner can): | |
| 1. | Understand how to plan a piece of persuasive writing | 1.1 | Identify   1. Topic 2. Audience 3. Format |
| 1.2 | Make notes on key points to be made |
| 1.3 | Plan writing with logical structure and persuasive sequence |
| 2. | Be able to draft persuasive writing | 2.1 | Organise persuasive writing in paragraphs |
| 2.2 | Construct simple, compound and complex sentences using correct grammar and persuasive techniques |
| 2.3 | Use punctuation correctly |
| 2.4 | Use correct spellings throughout |
| 3. | Know how to edit and revise persuasive writing to produce a final version | 3.1 | Edit draft, checking for meaning, accurate spelling and correct use of grammar and punctuation |
| 3.2 | Revise draft to produce fair copy with correct spelling, grammar and punctuation |

# Open Awards

# Qualification Unit

This unit forms part of a regulated qualification. Click [here](http://www.openawards.org.uk/qualification_list.aspx?rits=J_506_3555) to view qualifications.

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| --- | --- |
| 1 | Unit Details |

|  |  |
| --- | --- |
| Unit Title: | Writing to Convey Information |
|  |  |
| QAC Code: | J/506/3555 |
|  |  |
| Level: | Level 2 |
|  |  |
| Credit Value: | 2 |
|  |  |
| Minimum GLH: | 16 |

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| **2** | **Learning Outcomes and Criteria** |

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| --- | --- | --- | --- |
| Learning Outcome (The Learner will): | | Assessment Criterion (The Learner can): | |
| 1. | Know how to plan both formal and informal writing | 1.1 | State purpose of writing formal and an informal texts |
| 1.2 | For each text, state:   1. the intended audience 2. the format to be used 3. the language style and key language features |
| 1.3 | Plan the structure of texts conveying information |
| 2. | Be able to write texts conveying information | 2.1 | Organise writing in paragraphs |
| 2.2 | Construct simple, compound and complex sentences using correct grammar and punctuation |
| 2.3 | Use correct spellings throughout |
| 3. | Know how to edit and revise text to produce a final accurate version | 3.1 | Edit draft, checking for meaning, accurate spelling and correct use of grammar and punctuation |
| 3.2 | Revise draft to produce fair copy with correct spelling, grammar and punctuation |