

Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. This is a developmental unit so is only available as ungraded.

Unit Title: Personal Development: Setting Targets and Reflective Practice

Ungraded Unit Reference Number: UD33DEV28

Module: Developmental

Level: Three (3)

Credit Value: Three (3)

Minimum Guided Learning Hours: 30

Learning Outcome (The Learner will):	Assessment Criterion (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: <ul style="list-style-type: none">a) Identify techniques and practices that were effective in promoting learning and achievementb) Identify factors that were a hindrance to learning and achievement and ways in which these might be managed more effectively in the futurec) Update plans for further personal development and career