

Learning Assessment Guide

Unit Standard 7117 – Version 3

Produce a plan to enhance own learning

Level 2 – 2 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- describe factors which enhance your own learning
- describe your own learning style
- produce a plan to enhance your own learning effectiveness.

This Learning Assessment Guide is made up of:

- Tasks for you to complete.
- Observer Feedback form
- Assessment Guide that the assessor will use to assess your competence.

Special notes relating to this unit standard:

Statement on learning. The purpose of including this statement is to express the underpinning concept of learning in this unit standard, in the expectation that it will guide in the design of any associated teaching and assessment:

Effective learning is specific and individual for each learner. It involves an awareness of the need to learn, and the desire to learn. This means:

- taking responsibility for one's own learning;
- exploring and optimising own learning potentials;
- learning with confidence, curiosity, and initiative;
- being aware that skills and resources needed to achieve learning goals are either within, or are available to, oneself;
- being able to transfer learning to new situations.

Assessment Task One – Elements 1, 2 and 3

Introduction

You must describe what enhances your learning and describe your learning style. Then you will start planning to improve how well you learn. The answers and planning may be written, verbal, visual, and/or electronic.

Assessment Task One is designed to assess your ability to:

- Describe what improves your learning:
 - Identify (in terms of your needs) personal factors which help you best learn, and describe how these factors affect your learning. Range: at least four of - social, emotional, physical, spiritual, cognitive, cultural.
 - Describe (in terms of your needs) four physical environmental factors which help you best learn. Range: may include but is not limited to - ergonomics, sound, visual factors, light, and temperature.
- Describe your learning style:
 - You can relate this to an existing model of learning, or to a model that you have developed.
- Produce a plan to enhance own learning effectiveness:
 - Describe how effective your current learning practices are.
 - Identify which of your learning practices require development to improve your learning effectiveness.
 - Produce a plan which refers to factors which enhance own learning builds on own learning style and enhances own learning effectiveness in terms of practices identified.
 - The plan is reviewable, and contains objectives which are specific, achievable, and have time-frames.

Instructions

- Answer all the questions to complete the assessment (you may provide supporting documentary evidence).

Question 1

Describe what improves or enhances your learning. Identify what you need in order to learn best. Look at the personal factors listed below, and then describe how at least four of these factors affect your learning. There is an example included.

Social factors

(Example: I find it easy to ask people questions so I can share information easily and learn from others.)

Emotional factors

Physical factors



Spiritual factors

Cognitive factors

Cultural factors



Question 2

Describe four of the physical environmental factors listed below which you need to help you best learn. There is an example included.

Ergonomics

(Example: I need to have all the learning materials and tools within easy reach, and I need to be seated comfortably with easy movement.)

Sound

Visual factors

Assessment Task Two – Element 3

Introduction

You must produce a plan that will make your learning better. The plan may be written, visual, and/or electronic. The plan must:

- refer to factors which enhance your learning (*at least 4 factors*)
- build on your learning style (*at least 4 ideas*)
- use learning practices which you need to develop to enhance your learning effectiveness (*at least 4 practices*)
- be reviewable
- contain at least 5 objectives which:
 - are specific
 - are achievable
 - have time-frames.

You need to make the plan, and then ask an observer to complete the feedback form. Here is a small sample plan:

My learning plan		
What improves my learning	<i>Listening to other people doing the same thing getting enough sleep, eating well etc (At least 4 factors)</i>	
My learning style and what helps it	<i>Visual – I need to make graphs and pictures to make sense of what I'm learning (At least 4 factors)</i>	
What learning practices I need to develop to improve my learning effectiveness	<i>Making memory cards etc (At least 4 practices)</i>	
I will review my learning plan by:	<i>2011</i>	
I will	Specific, achievable objective	Within
	<i>Make a timetable to include study time</i>	<i>3 weeks</i>

	<i>(At least 5 objectives)</i>	

Instructions

- Produce the plan to complete the assessment (you may provide supporting documentary evidence).
- Ask an approved observer to complete the parts of the Observer Feedback form relating to the task.

Assessment Guide

This is the assessment guide your assessor will use to assess your competence in unit standard 7117.

Element	Task	Evidence	Judgement	
1. Describe factors which enhance own learning	1	<p>Questions 1-2 are answered in full</p> <p>Appropriate documentation may be provided</p>	<p>Personal factors which enhance one's ability to learn most effectively are identified in terms of own needs, and described in terms of their impact on own learning</p>	Yes / No
			<p>Range: at least four of - social, emotional, physical, spiritual, cognitive, cultural</p>	
			<p>Range is covered</p>	Yes / No
			<p>Four physical environmental factors which enhance learning are described in terms of own needs</p>	Yes / No
			<p>Range: may include but are not limited to - ergonomics, sound, visual factors, light, and temperature</p>	
			<p>Range is covered</p>	Yes / No
		<p>Answers demonstrate that the learner understands factors which enhance their learning</p>	Yes / No	
		<p>No incorrect information</p>	Yes/No	
2. Describe own learning style	1	<p>Question 3 is answered in full</p> <p>Appropriate documentation may be provided</p>	<p>Own learning style is described in relation to an existing model of learning or to a self-developed model</p>	Yes / No
			<p>Learning style is feasible and appropriate</p>	Yes / No

			This statement on learning will guide in the design of any associated teaching and assessment	Yes / No
3. Produce a plan to enhance own learning effectiveness	1 & 2	Questions 4-5 are answered in full	Own current learning practices are described in terms of their effectiveness	Yes / No
			Effective learning is specific and individual for each learner. It involves an awareness of the need to learn, and the desire to learn. This means: <ul style="list-style-type: none"> - taking responsibility for one's own learning; - exploring and optimising own learning potentials; - learning with confidence, curiosity, and initiative; - being aware that skills and resources needed to achieve learning goals are either within, or are available to, oneself; - being able to transfer learning to new situations 	Yes / No
			Learning practices identified in question 4 which require development to enhance own learning effectiveness are identified	Yes / No
		Plan is produced	A plan is produced which refers to factors which enhance own learning (element 1), builds on own learning style (element 2), and enhances own learning effectiveness in terms of practices identified in 3.2	Yes / No
	Appropriate documentation may be provided		The plan is reviewable, and contains objectives which are specific, achievable, and have time-frames	Yes / No



		Relevant parts of the Observer Feedback form are completed	Form is completed and signed. Comments are supportive	Yes / No
--	--	--	--	----------

Observer Feedback Form

Name of Learner:	Learner's DOB:
Name of Observer:	Phone:
Relationship to Learner:	

_____ is currently being assessed toward Unit Standard 7117 – Produce a plan to enhance own learning.

Purpose of this form

Learners use this form to gain feedback to support their assessment for this unit standard. This form should be completed by an approved observer or assessor who has observed the learner in a situation where they had the opportunity to demonstrate their competence in the performance criteria for this unit standard.

Situation (please give brief details of the situation in which you observed the learner's performance):

--

In the situation you describe above, do you believe the learner has met the requirements of each of the following performance criteria for this unit standard?

Performance Criteria	The Learner has met the Criteria
The learner produced a plan to enhance their learning effectiveness	Yes <input type="checkbox"/> No <input type="checkbox"/>
The plan was written, visual, and/or electronic	Yes <input type="checkbox"/> No <input type="checkbox"/>
The plan:	
• refers to factors which enhance their learning (<i>at least 4 factors</i>)	Yes <input type="checkbox"/> No <input type="checkbox"/>
• builds on their learning style (<i>at least 4 ideas</i>)	Yes <input type="checkbox"/> No <input type="checkbox"/>
• uses learning practices which they need to develop to enhance their learning effectiveness (<i>at least 4 practices</i>)	Yes <input type="checkbox"/> No <input type="checkbox"/>
• contains at least 5 objectives which:	Yes <input type="checkbox"/> No <input type="checkbox"/>
— are specific	Yes <input type="checkbox"/> No <input type="checkbox"/>
— are achievable	Yes <input type="checkbox"/> No <input type="checkbox"/>
— have time-frames	Yes <input type="checkbox"/> No <input type="checkbox"/>

Comments (You can use this section to elaborate on any special features of this activity, and to take notes for your own feedback to the learner. Continue on another sheet if necessary, and attach to this form. Note: The assessor will discuss your comments with the learner, so only record comments you are comfortable sharing.)



Thank you for your assistance.

Signed: _____

Date: _____