

Learning Assessment Guide

Unit Standard 7118 – Version 3

Manage own learning programme

Level 2 – 3 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.

This Learning Assessment Guide is made up of:

- tasks for you to complete
- two reports for you to complete and attach
- a verification form for your Manager or Learning Programme Tutor to complete.

Unit standard 7118 is about managing your own learning programme. This assessment is based on a learning programme that you must plan for and complete. The programme can be full or part-time, but must be at least six weeks long. You may make the programme up yourself or it may be an organised/externally developed and delivered programme. It may be completed as part of your personal learning or as part of your workplace learning.

This assessment includes tasks designed to show your assessor that you can:

1. demonstrate knowledge of the learning process
2. produce a plan to achieve identified learning outcomes in a learning programme
3. implement the plan for the learning programme.

Assessment Task One

Background to the Learning Programme

1. Give details on the learning programme that you have chosen for this assessment. Clearly state the name of the programme, basic details including length and delivery method (eg. night class requiring attendance every Tuesday night for 12 weeks), and why you wish to complete it (is it personal and/or professional, and why do you want to do it).

a. Name of the programme	
b. Basic details	a. length b. delivery method c. other
c. Why you wish to complete it	

2. List the specific intended learning outcomes of your learning programme (what you specifically want to achieve by completing the programme). You must give at least three outcomes.

a.
b.
c.
d.
e.
f.

Assessment Task Two

Factors that Influence Learning

Effective learning is specific and individual for each learner. It is influenced by external as well as personal factors.

The external factors may include:

- environmental (social and/or physical)
- physiological
- psychological, and
- biological factors.

The personal factors are to do with your own individual preferences, skills and understanding. They include an awareness of the need to learn, and the desire to learn. This means:

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

To be able to get the most out of your learning programme, it is important that you have an understanding of the external factors, as well your own personal factors that influence your learning potential.

3. Provide two examples for each of the following external factors, specifically relating each to your own learning potential.

Factor	Example of considerations important to me
Environmental – social <i>e.g. I work better as part of a group than by myself</i>	a. b.
Environmental – physical <i>e.g. I work better with no music or noise to distract me</i>	a.

	b.
<p>Physiological</p> <p>e.g. <i>I don't operate too well when I am tired</i></p>	<p>a.</p> <p>b.</p>
<p>Psychological</p> <p>e.g. <i>I always do better if I enjoy the topic</i></p>	<p>a.</p> <p>b.</p>
<p>Biological</p> <p>e.g. <i>I can't take too much in after a big meal as I get drowsy very easily and find it difficult to concentrate</i></p>	<p>a.</p> <p>b.</p>
<p>Optional – other considerations important to me. (please name)</p>	<p>a.</p> <p>b.</p>

4. Provide two examples for each of the following personal factors, specifically relating each to your own learning potential.

Aspect of learning	Example of ownership
<p>Commitment</p> <p><i>e.g. If a topic doesn't interest me personally, I find it a lot harder to commit to and finish.</i></p>	<p>a.</p> <p>b.</p>
<p>Self esteem</p> <p><i>e.g. If I am feeling good about myself at the time, I seem to learn better.</i></p>	<p>a.</p> <p>b.</p>
<p>Motivation</p> <p><i>e.g. I allow myself to have a break after each hour spent studying. It works well to keep me motivated.</i></p>	<p>a.</p> <p>b.</p>
<p>Life-long learning</p> <p><i>e.g. I enjoy being able to learn new things and keep my brain challenged.</i></p>	<p>a.</p> <p>b.</p>

<p>Optional – other considerations which help me take charge of my learning. (please name)</p>	<p>a.</p> <p>b.</p>
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Assessment Task Three

Learning Programme

Having a plan for your learning programme with measurable goals and a review system is important to assist your learning. The plan must be completed prior to starting the Learning Programme.

5. Produce a plan for your chosen learning programme that will assist you achieve the learning outcomes you mentioned in Number 2. Ensure you include each of the following sections in your plan.
 - a. the outcomes
 - b. how you would measure that you have achieved each outcome
 - c. timeframes along the way (ie possibly a timeline for the duration of the programme), including when the outcomes will have been achieved)
 - d. progress review measures, so you can measure your progress along the way and make adjustments to the plan if needed
 - e. list the external factors that will affect the process and how you will address them, in regards to your actions (factors as noted in Number 3)
 - f. list the personal factors that will affect the process and how you will address them, in regards to your actions (factors as noted in Number 4)
 - g. list the resources you will need for the learning programme (break then into those that are already available to you, and those you need to arrange)
 - h. identify any constraints you will have to overcome, and what actions you will take to deal with each
 - i. list any assessment requirements of the learning programme.
6. Attach your plan.

Assessment Task Four

Learning Programme Implementation and Progress Review

7. Start your learning programme.
8. No less than three weeks into your programme, complete a written Progress Review Report. In this report you are to include:
 - a. the outcomes
 - b. your progress towards achieving each outcome (you have already noted how you would measure this in your plan)
 - c. how you demonstrated your own ownership of the process (refer to points you mentioned in Number 4 (commitment, self-esteem, motivation etc).
9. Attach your Progress Review Report.
10. Give a copy of your Learning Programme Plan and Progress Review Report to your learning programme tutor or your manager. The person you choose must be familiar with what you have been doing and preferably witnessed your participation.

He/she is to complete the form on the following page to verify that you are:

- completing the learning programme as stated
- your Learning Programme Plan is accurate and appropriate
- your Progress Review Report is factual, accurate and appropriate.

Assessment Task Five

Learner verification

Manager or Learning Programme Tutor to complete

Name of learner:	
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This learner is currently being assessed toward unit standard 7118 – Manage own Learning Programme.

Your observation of the learner work in the Learning Programme is sought.

Please complete this form and arrange for it to be passed on to the 7118 assessor.

Learning Programme Plan	The plan is accurate and appropriate for this particular Learning Programme	Yes	No
Learning Programme	You have observed the learner and he/she is actively completing the Learning Programme and is doing so appropriately and as per his/her plan	Yes	No
	The learner's behaviour shows he/she is taking ownership of his/her own learning	Yes	No
Learning Programme Review	The Progress Review Report is factual, accurate, and gives a good summary of the learner's progress.	Yes	No

Comments:

Name:		Phone:	
Position:		Date:	
Email:			