

**A Assignment Details**

<b>Student Name</b>		<b>Centre</b>	
<b>Tutor Name</b>		<b>Unit Title: Developing Skills for Studying</b>	
<b>Subject: Study Skills</b>		<b>Unit Code: 1384130</b>	
<b>Assignment Title: Portfolio of evidence</b>		<b>Indicative Word Count</b>	
<b>Assignments for this Unit</b>		<b>1</b>	<b>of 1</b>
<b>This unit is Ungraded</b>		<b>No. of Credits 3</b>	<b>Level 3</b>
<b>Date set</b>	<b>Date due</b>	<b>Date submitted</b>	
<b>If a resubmission</b>	<b>Date due</b>	<b>Date submitted</b>	

**Student Declaration**

I understand that copying / taking ideas from other sources (e.g. reference books, journals, internet, and tutor handouts) without acknowledging them is plagiarism. I confirm that:

- This assignment is all my own work.
- All contributions taken from other reading and research have been referenced accurately.
- Any direct quotations taken from other reading and research have been acknowledged and attributed accurately.
- I have attached a bibliography listing all sources used in producing this assignment.
- I have added the word count below. NB unless specified otherwise, the word count indicated above is acceptable.
- I have read and understood the Ascentis document entitled 'Policies and Procedures for Dealing with Malpractice' provided by the tutor and understand the consequences of non-compliance with this document.

<b>To be completed by student on submission and in confirmation of above declaration</b>	
Student signature	
Word count	
To be completed by tutor	
Tutor signature	
Unit grade award	Word count confirmed as accurate Yes/No
<b>To be completed by the IM (Internal Moderator) if work has been internally moderated</b>	
IM name (printed)	IM signature
Date internally moderated	

## B The Assignment Brief

### Assignment Brief

**Part A:** Plan, deliver and evaluate a presentation individually on a relevant topic agreed with the tutor

- Plan a presentation, organizing materials and resources in an appropriate format, to include references and a bibliography (LO 1)
- Deliver the presentation for a minimum of 10 minutes (LO 1)
- Complete self-evaluation (LO 1)
- Collect feedback from peer group and tutor (see Part C) (LO 1)

**Part B:** This section is to evidence that the learner is aware of how to analyse their own work and ensure that they have the skills to research, plan and evaluate an essay or assignment.

The task should be planned around a marked essay or assignment completed early in the course. This will be marked and annotated by the subject tutor with pointers for development. **THIS PIECE WILL NOT BE ASSESSED OR MARKED FOR THIS UNIT.** It will be used to enable the learner to analyse their work, evaluating their current standard and where / how improvements can be made. The assignment and tutor feedback including any on drafts, first and final submissions must be included.

- a) There should be a section identifying the learner's strengths and areas for improvement in relation to writing skills (including paragraphing, punctuation and spelling). (LO 2)
- b) There should be a discussion on the research that was undertaken for the assignment, evaluating its usefulness and making decisions about future practice. (LO 2)
- c) There should be an explanation of how the learner ensures that their work is written appropriately to avoid plagiarism and indicate the consequences of plagiarising. (LO 2)
- d) There should be a discussion on the appropriateness of the references and use of the Harvard or other referencing system. (LO 2)

**Part C.** The reflective process.

- Identify and outline two suitable reflective model (LO 3)
- Compare and contrast the two reflective models illustrating with reference to the learner's completion of Part A presentation including self, peer and tutor feedback. (LO 3)
- An action plan should be included following the reflection of areas to develop and improve for future presentations. (LO 3)

Proforma available for assessing presentation

## C Learning Outcomes

Learning Outcomes	Assessment Criteria	1 <sup>st</sup> submission Achieved Y/N	2nd submission Achieved Y/N
The student should be able to:	The student has achieved this outcome because s/he can:		
1 Plan, deliver and evaluate a presentation	1.1 Organise materials and resources in an appropriate and logical format		
	1.2 Deliver an individual presentation for a minimum of 10 minutes with references and a bibliography		
	1.3 Use appropriate presentational skills		
2 Evaluate current skills in relation to academic writing	2.1 Identify any issues surrounding paragraphing, punctuation and spelling		
	2.2 Discuss the importance of the stages involved in the research process such as library and electronic skills		
	2.3 Discuss the concept of plagiarism and identify possible effects		
	2.4 Identify the various sources available to produce a comprehensive reference list with appropriate authors and web sites to an accepted standard		
3 Understand the Reflective process	3.1 Identify and outline two reflective models		
	3.2 Compare and contrast two reflective models and illustrate by reflecting on own presentation and feedback received		
	3.3 Demonstrate how improvements/areas for development in the future can be addressed		

## D Tutor Assignment Feedback

**Tutor Comments (1<sup>st</sup> Submission)**

**Tutor Comments (2<sup>nd</sup> Submission)**