

Title:	Preparation for Further Learning or Employment
Level:	E3
Credit value:	1
GLH	10
Unique Reference Number:	R/650/0490
Aim:	The aim of this unit is to provide learners with the opportunity to discuss with their tutor their personal qualities, strengths, prior learning, skills and experience and any potential opportunities and challenges at the start of their training programme. They will action plan their next steps to achieve personal learning or development goals.
Assessment	An NOCN assessment booklet has been produced and should be used to evidence all learning outcomes.
Learning outcomes	
<i>The learner will:</i>	
1.	Be able to identify their personal qualities, prior learning, skills and experience.
Delivery content:	
The aim of this learning outcome is to give learners the opportunity to discuss with their tutor their personal qualities, strengths, prior learning, skills and experience.	
The learner must:	
<ul style="list-style-type: none"> list their personal qualities, strengths, prior learning, skills and experience. 	
2.	Know how to address opportunities and challenges during this learning programme.
Delivery content:	
The aim of this learning outcome is to enable learners to identify any opportunities they could take advantage of when learning and challenges that they could face when learning or looking for jobs. This should give the tutor insight into how to support the learner to overcome challenges and address any areas of further learning and development that are needed.	
The learner must:	
<ul style="list-style-type: none"> state any potential opportunities and challenges that may be present when looking for further learning or development opportunities. give examples of advantages that could be achieved from addressing these challenges. 	
3.	Know how to plan to overcome challenges and achieve personal goals.

Delivery content:

The aim of this learning outcome is to enable learners to action plan their next steps during the learning programme to achieve two personal learning or development goals.

The learner must:

- produce a **simple action plan** identifying their next steps and deadlines to overcome challenges and achieve their goals.

Scope of Training/Assessment

What would you expect the learner to be able to do or not to do?

For Learning Outcome 1 and 2 the learner is to complete a written list of their personal qualities, strengths, prior learning, skills and experience and any potential opportunities or challenges at the start of their training programme.

For Learning Outcome 3 it is likely that the learner may need a little or some support from the tutor to create the action plan. It is important that the learner records the steps or actions to be undertaken and that the tutor monitors and discusses their achievement with them to promote learner motivation.

Requirements

Personal qualities may include:	<ul style="list-style-type: none"> • Really interested in the subject or work. • Hard working. • Honest. • Polite. • Confident. • Trustworthy • Reliable.
Strengths may include:	<ul style="list-style-type: none"> • Enthusiastic. • Dresses appropriately. • Able to ask questions or ask for help if needed. • Able to accept and handle constructive feedback.
Prior learning: may include	<ul style="list-style-type: none"> • Qualifications studied/achieved. • Other training courses. • Taster sessions/events.
Skills may include:	<ul style="list-style-type: none"> • Time management. • Able to work in a team. • Speaks clearly. • Literacy/numeracy skills. • Job-related skills. • IT/digital skills. • Able to drive. • Enjoys learning new skills.
Experience may include:	<ul style="list-style-type: none"> • Work experience.

	<ul style="list-style-type: none"> • Work placement. • Part time/occasional work. • Volunteering. • Raising money for charity. • Supporting community events. • Hobbies or personal projects.
Opportunities may include:	<ul style="list-style-type: none"> • Learner's interests or motivations. • Availability of jobs or training in the area. • Learner's prior knowledge or experience.
Challenges may include:	<ul style="list-style-type: none"> • Limited/no computer access. • Lack of time due to other personal responsibilities. • Does not know where to look for training or job opportunities. • Cannot get an interview. • Lacks confidence/motivation. • Does not have the skills/knowledge/experience needed.
Simple action plan	<ul style="list-style-type: none"> • List the steps/actions to be taken to achieve work or learning goals. • Put deadlines against each step. • Monitor progress against each step. • Add extra steps if progress is delayed.