



# Recording Documents



## Skills Sheets

On the following pages are three sets of Short Course Skills Sheets. They will help you to **Plan** your challenges and then **Review** your work when you've completed them.

**You do not have to complete a Skills Sheet for every challenge.** The number of Skills Sheets required depends on the length of the Short Course you are working towards.

| Length of Short Course | Credits | Number of sets of Skills Sheets required |
|------------------------|---------|--|
| 10 to 20 hours         | 1 or 2  | 1 (Skills Sheet 1)                       |
| 30 to 40 hours         | 3 or 4  | 2 (Skills Sheets 1 & 2)                  |
| 50 to 60 hours         | 5 or 6  | 3 (Skills Sheets 1, 2 & 3)               |

Your Short Course tutor will help you decide which challenges would be the most suitable to attach your Skills Sheets to.

When completing Skills Sheets:

- Ask your tutor to check and sign your **Plan** sheet before starting the challenge.
- Carry out the challenge and collect evidence along the way.
- Complete the **Review** sheet and ask your tutor to sign it.



# Short Courses

## Skills Sheet 1: Plan

|                      |  |                   |  |
|----------------------|--|-------------------|--|
| <b>Name:</b>         |  |                   |  |
| <b>Short Course:</b> |  |                   |  |
| <b>Module:</b>       |  | <b>Challenge:</b> |  |

|   |   |
|---|---|
| <b>Description of the activity that will help me develop my skills:</b> | <b>Skills I plan to use:</b>                  |
|   | <input type="checkbox"/> Teamwork             |
|   | <input type="checkbox"/> Learning             |
|   | <input type="checkbox"/> Coping with Problems |
|   | <input type="checkbox"/> Use of English       |
|   | <input type="checkbox"/> Use of Maths         |
|   | <input type="checkbox"/> Use of IT            |

|                             |
|-----------------------------|
| <b>How I plan to do it:</b> |
|                             |

|                          |
|--------------------------|
| <b>What I will need:</b> |
|                          |

|                              |                                 |                               |
|------------------------------|---------------------------------|-------------------------------|
| <b>Who else is involved:</b> | <b>When it will be done by:</b> | <b>Where it will be done:</b> |
|                              |                                 |                               |

|  |                         |              |
|--|-------------------------|--------------|
| <b>I confirm that I have planned what I need to do and have agreed it with my tutor.</b> |                         |              |
| <b>Student signature:</b>  | <b>Tutor signature:</b> | <b>Date:</b> |
|  |                         |              |

# Short Courses

## Skills Sheet 1: Review

Name:

Short Course:

Module:

Challenge:

What I did:

Skills I used:

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

What went well:

What could have gone better:

Changes I made to my plan:

Who helped:

Evidence I have for my portfolio:

I confirm that the information above is correct and has been agreed with my tutor.

Student signature:

Tutor signature:

Date:

# Short Courses

## Skills Sheet 2: Plan

|                      |  |                   |  |
|----------------------|--|-------------------|--|
| <b>Name:</b>         |  |                   |  |
| <b>Short Course:</b> |  |                   |  |
| <b>Module:</b>       |  | <b>Challenge:</b> |  |

|   |   |
|---|---|
| <b>Description of the activity that will help me develop my skills:</b>   | <b>Skills I plan to use:</b>  |
| <input type="checkbox"/> Teamwork<br><input type="checkbox"/> Learning<br><input type="checkbox"/> Coping with Problems<br><input type="checkbox"/> Use of English<br><input type="checkbox"/> Use of Maths<br><input type="checkbox"/> Use of IT | <input type="checkbox"/> Teamwork<br><input type="checkbox"/> Learning<br><input type="checkbox"/> Coping with Problems<br><input type="checkbox"/> Use of English<br><input type="checkbox"/> Use of Maths<br><input type="checkbox"/> Use of IT |

**How I plan to do it:**

|   |   |
|---|---|
| <b>What I will need:</b>                                    | <b>What I will do if anything goes wrong:</b>               |
| <div style="border: 1px solid black; height: 100px;"></div> | <div style="border: 1px solid black; height: 100px;"></div> |

|   |   |   |
|---|---|---|
| <b>Who else is involved:</b>                                | <b>When it will be done by:</b>                             | <b>Where it will be done:</b>                               |
| <div style="border: 1px solid black; height: 100px;"></div> | <div style="border: 1px solid black; height: 100px;"></div> | <div style="border: 1px solid black; height: 100px;"></div> |

**I confirm that I have planned what I need to do and have agreed it with my tutor.**

|  |  |  |
|--|--|--|
| <b>Student signature:</b>                                  | <b>Tutor signature:</b>                                    | <b>Date:</b>   |
| <div style="border: 1px solid black; height: 40px;"></div> | <div style="border: 1px solid black; height: 40px;"></div> | <div style="border: 1px solid black; height: 40px;"></div> |

# Short Courses

## Skills Sheet 2: Review

Short Courses  
Skills Sheet 2: Review

|               |  |            |  |
|---------------|--|------------|--|
| Name:         |  |            |  |
| Short Course: |  |            |  |
| Module:       |  | Challenge: |  |

**What I did:**

**Skills I used:**

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

**How I made sure I worked safely:**

**What went well:**

**What could have gone better:**

**Changes I made to my plan:**

**Who I asked for help and what it was for:**

**Evidence I have for my portfolio:**

**I confirm that the information above is correct and has been agreed with my tutor.**

|                    |                  |       |
|--------------------|------------------|-------|
| Student signature: | Tutor signature: | Date: |
|                    |                  |       |

# Short Courses Skills Sheet 3: Plan

Name:

Short Course:

Module:

Challenge:

Description of the activity that will help me develop my skills:

Skills I plan to use:

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

How I plan to do it:

What I will need:

What I will do if anything goes wrong:

Who else is involved:

When it will be done by:

Where it will be done:

Who will check my progress:

- tutor
- teacher
- trainer
- supervisor
- assessor
- other (please state)

I confirm that I have planned what I need to do and have agreed it with my tutor.

Student signature:

Tutor signature:

Date:

# Short Courses

## Skills Sheet 3: Review

|   |                  |   |  |
|---|------------------|---|--|
| <b>Name:</b>  |                  |   |  |
| <b>Short Course:</b>  |                  |   |  |
| <b>Module:</b>  |                  | <b>Challenge:</b>   |  |
| <b>What I did:</b>  |                  | <b>Skills I used:</b>   |  |
|   |                  | <input type="checkbox"/> Teamwork<br><input type="checkbox"/> Learning<br><input type="checkbox"/> Coping with Problems<br><input type="checkbox"/> Use of English<br><input type="checkbox"/> Use of Maths<br><input type="checkbox"/> Use of IT |  |
| <b>How I made sure I worked safely:</b>   |                  |   |  |
|   |                  |   |  |
| <b>What went well:</b>  |                  | <b>What could have gone better:</b>   |  |
|   |                  |   |  |
| <b>How I learned:</b>   |                  | <b>Things I have learnt using the methods I ticked:</b>   |  |
| <input type="checkbox"/> using pictures/diagrams<br><input type="checkbox"/> reading/talking/writing<br><input type="checkbox"/> listening<br><input type="checkbox"/> watching<br><input type="checkbox"/> doing |                  |   |  |
| <b>Changes I made to my plan:</b>   |                  |   |  |
|   |                  |   |  |
| <b>I have discussed with my tutor/supervisor:</b>   |                  | <b>Evidence I have for my portfolio:</b>  |  |
| <input type="checkbox"/> what I think I have learnt from completing this challenge<br><input type="checkbox"/> what I could do to improve my performance  |                  |   |  |
| <b>I confirm that the information above is correct and has been agreed with my tutor.</b>   |                  |   |  |
| Student signature:  | Tutor signature: | Date:   |  |
|   |                  |   |  |



# SUMMARY OF ACHIEVEMENT and PERSONAL STATEMENT

Activities and Peer Tutoring Short Courses

NAME: .....

## Congratulations!

You have now completed the required number of challenges. This is an opportunity to highlight some of your achievements and describe the skills you have shown. Please check with your Short Course Co-ordinator to make sure that you fully understand how to complete this summary and that you have enough evidence in your portfolio to support your statements, including the appropriate Skills Sheets.

## Completing the Summary of Achievement:

In your own words, please try to describe at least one example of a challenge or activity where you have shown each of the following skills:

- Teamwork
- Learning
- Coping with Problems
- Use of English
- Use of Maths
- Use of IT

The more detailed the description, the more helpful it will be for your Short Course Co-ordinator and other people to find and understand your evidence.

### Example: Teamwork

This skill is about how you work with others when planning and carrying out activities and achieving shared goals. This will involve working with a group of people.

I worked with Asha, Robyn and Theo on a mural in the youth club. We asked people what kind of thing they wanted on the wall and came up with ideas together. Once we had our final design sorted, we projected it onto the walls and started painting. Theo spray-painted the background and I did the lettering on the quote. Asha and Robyn painted the outlines and details.

### Evidence page reference in portfolio

Module 1,  
Challenge 1  
pages 2-8

Plan p.9,  
Review p.10

## Completing the Personal Statement

Complete the Personal Statement on page iv, describing what you feel you have gained as a result of completing the programme and what your plans are for the future. You may also ask your Short Course Co-ordinator to comment on your skills development, achievements and future plans. At the end of your summary both you and your tutor must sign to say that your achievements are true and that a portfolio of supporting evidence, with Skills Sheets, has been produced.

Please describe in your own words how you have developed your skills while completing Short Course challenges. For each skill, describe at least one challenge in which you have developed that skill and provide page references to show where the corresponding evidence can be found in your portfolio.

**Teamwork:**

This skill is about how you work with others when planning and carrying out activities and achieving shared goals. This will involve working with a group of people.

**Evidence page reference in portfolio**

|  |  |
|--|--|
|  |  |
|--|--|

**Learning:**

This skill is about learning something new or doing something better. It is about planning and working towards targets to improve your performance, and reviewing your progress.

**Evidence page reference in portfolio**

Evidence page reference in portfolio

Module 1, Challenge 1 pages 2-8

Example: Teamwork  
 This skill is about how you work with others when planning and carrying out activities and achieving shared goals. This will involve working with a group of people.  
 I worked with Aitor, Robyn and Theo on a mural in the youth club. We asked people what kind of thing they wanted on the wall and came up with ideas together. Once we had our final design sorted, we projected it onto the walls and started painting. Theo spray-painted the background and I did the lettering.

**Coping with Problems:**

This skill is about recognising problems and doing something about them. It is about using different methods to find a solution and checking to see if they work.

**Evidence page reference in portfolio**

|  |  |
|--|--|
|  |  |
|--|--|

**Use of English:**

This skill is about how you communicate and obtain information, for example, by taking part in discussions, researching a topic and presenting your findings, or writing a report.

**Evidence  
page reference  
in portfolio**

**Use of Maths:**

This skill is about applying your number skills in straightforward tasks, doing calculations, interpreting results and presenting findings.

**Evidence  
page reference  
in portfolio**

**Use of IT:**

This skill is about how you use information technology for different purposes: finding, exploring, developing and presenting information, including text, images and numbers.

**Evidence  
page reference  
in portfolio**

### Personal Statement

Write a brief personal statement, describing what you feel you have gained as a result of completing the programme, and what your plans are for the future.

**Achievements (and things I am good at):**

**Things I need to improve:**

**Future Plans:**

Your Short Course Co-ordinator may also comment on your skills development, achievements and future plans.

**Short Course Co-ordinator Comment:**

### Declaration:

The achievements described are accurate and are supported by a portfolio of evidence, including Skills Sheets.

Student signature:

Date:

Short Course Co-ordinator signature:

Date: