***Review of skills for learning at the start of my BTEC Health & Social Care Diploma Studies***

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| ***Skill*** | ***Review***  ***At the start of my course*** | ***Action I need to take to aid this skill*** | ***Learning Opportunities to develop this skill*** | ***Support for my learning (Where can I get help in developing this skill?)*** |
| **Literacy** |  |  | . |  |
| Composing documents | I feel like this is something I need to practice on. My knowledge is limited to this but if I practice I would be able to store information in documents without help or guidance. | I can go and find out about these skills by researching about it on the internet. Also, I can go on a computer to understand the settings and documents that are provided in front of me. | This will give me lots of learning opportunities if I can understand this skill. For example, this will help me in other subjects I am currently in. | I can get help from the IT teachers in my college. This will give me a greater understanding and will for sure help me develop this skill. This will give me the opportunity to do it on my own next time. However, if I am struggling in lesson I can ask my friends and peers around me. |
| Writing emails | I am quite confident when writing emails. This is because I know what I want to say, and I know how to send them to other individuals. | To keep this skill, I need to send emails regularly because if I don’t, I may forget how to get on my emails and write something. | this will help me when it comes to work in all my subjects I study. For example, if I am producing work of a computer in college, I may have to email the work over to me, so I can work on it from home. | If I am having troubles with passing on work through an email, I can get support and help of my teacher who is currently in the room with me. Also, If I am working from home and need support, I can get it of my family. |
| Writing letters | I have a great understanding of writing letter. However, I haven’t done many. This is something I can practice on to develop my skill. | The action I need to do is produce more letters and sending them of to others. This will give me great experience to increase my knowledge to this skill. | The feedback I get from others, for example the individuals I sent the letters to. This will help me understand what I have done good or something I need to improve on. This skill will help me in other subjects. | I can get support from the teachers who are in my college. This is because they always send letters, so this will give me a great guidance for when I write my own letters. |
| Planning an essay or report | I have a great understanding when writing essays and report. When doing one of these, you have to do research to have a greater understanding. | Read books to process and make notes about information for your essay and report. Also, use the internet to get ideas too. These are the actions I do and still do when I must produce an essay or report. | This skill I am developing will help me in subjects I undergo. Also, it will help me in my career in the future. | My friends and peers are a great support system. If I need help in getting information, they help me research and look it up. Also, when in lessons and I need some questions asked, my teachers are always willing to help me. |
| Spelling & Grammar | I am very confident in my spelling and grammar. I picked this skill up during school. However, I don’t know how to spell every word. For example, if it is a long and difficult word. | I could go to the library and read a look up the word in the dictionary. From this I will know how to spell a word and what the actual definition is. | This will help me when in group discussions, because I can explain to others what certain words means. Spelling and grammar will help me in my subjects and won’t lower my grade if I know how to use them effectively. | I can get support from my librarian teacher if I can’t find the word I am trying to spell. Also, my friends and peers can analyse my work to check I have spelt and used my grammar correctly. This demonstrates that I have a good support system to help me when I am developing this skill. |
| Reading | I feel like I am good at reading and developing this skill. This is because I read books all the time. | I can continue to read books by going into the library and introducing myself to new books that I have never read before. | This will help in other subjects when producing work, I have written. Also, this will help in group discussions because this skill gives me a greater knowledge of literacy. | To help me find a good book that suits my age, I can ask the librarian in the library to help me find a book that will develop my reading skills more. Also, they can find books that matches the lessons I am currently studying. |
| **Numeracy** |  |  |  |  |
| Addition & Subtraction | I feel that I am really confident with addition and subtraction. I developed and have used this throughout my life. | To keep this skill, I will always add up or subtract numbers to find my answer. In psychology I will do this action as it will help me with my learning and work. | This will give me the opportunity to help other people out if they are struggling adding or subtracting numbers. For example, if someone cannot add their money up I can help them see how much they have got. Also, by looking at feedback from my teachers, I can see if I have done good or bad in adding and subtracting. | If I a struggling to add up big numbers or subtracting big numbers, I can ask many people for help. For example, I can ask a maths teacher for a method that will help me understand or I can see if my friends and peers could help me with the numerical skill. |
| Multiplication | I have knowledge of multiplication and understand methods to use to do this skill. I learned these during my schooling years. However, I do struggle sometimes with big numbers. | Research or find out information about other quicker methods that you can use to multiply numbers quickly. Do activities that enable you to apply multiplication skills. | This will give me the opportunity to have a better understanding of the skill. I can get feedback from my teachers and see if I have applied multiplication correctly. If not, I can learn from this experience. Also, by doing this I can discuss to others my mistakes and things I have done well. | To do this I can get support of my family and friends. This will give me the opportunity to help develop my multiplication skill. |
| Mental arithmetic | I struggle with mental arithmetic because I cannot perform numeracy in my head. I like to do it on paper. However, I can be quick with some calculations. | I am going to try and do this skill by my head before jumping straight to another method. From this I may find out that I can do mental arithmetic better than what I thought. | This will help me when in group discussions because I will be able to just answer straight away because I have developed this new skill. Also, this will help me in other subjects I am studying. | I can get the help and support from my teachers. They can help me get away or distract myself from other resource methods to concentrate directly on my mental arithmetic. By doing this I will develop this new skill. Also, my family will support me in developing this new skill as well as the surrounding maths teachers around me. |
| Presenting data e.g. graphs | I have a great understanding of presenting data in many ways. I know how to present data on graphs. However, I need to develop my understanding of graphs a bit more. | I can do this by researching about different graphs. This will help me understand what graph I better to plot my data I have collected. | This will give me the learning opportunity in other subjects. This will help me present this skill to my subjects. | The IT teachers in my college can help me understand how to plot information on a graph. Also, the maths teachers can help me understand graphs properly if I don’t understand the information the internet is giving me. |
| **IT** |  |  |  |  |
| Word processing | I have some knowledge of word processing. I understand the storage of a text in a computer. | Research about word processing more and understand why people use it. This will help me understand if it is going to be effective to my work and subjects. | By learning this new skill, it will help me in other subjects I have taking. Most importantly it will help me when I start my career. | if I am struggling and need support, I will go to the IT teacher because he will have a great understanding about word processing. |
| Databases | I feel like a have a good understanding about databases. This is because I done this in secondary school. | To aid this skill I need to do databases with my information. This will help me increase my skill in databases. Also, I may discover something that I didn’t know before. | By having this skill, it will help me in my career and give me lots of learning opportunities. Also, it will give me the opportunity to help others that didn’t know what databases were. | When doing databases and I get stuck with something or I am struggling, I will ask my friends and peers for help. If they cannot help me I will get support and guidance from my IT teachers in college. |
| Spreadsheets | I have a great understanding of spreadsheets. This is because I have carried these out in secondary school and have done a GCSE on it in statistics. | To keep my knowledge of spreadsheets up to a good standard, I should continue to use these as much as possible in relation to my work. | This will give me a great opportunity to use in other subjects that I am currently in. also when it comes to group discussions about spreadsheets, I will have great knowledge about them. In my career aim, I will probably be using spreadsheets so this is a great skill to develop. | If I am struggling with my spreadsheet, I can research on it on the internet and try and overcome the problem or situation I am in. If I can’t find what I am looking for, I can ask my friends or teacher if they can help me or offer me some kind of support whilst developing this new skill. |
| Sending emails with attachments | I feel like I am good with getting the email up and settings. However, I struggle to send emails with attachments because most times it never sends. | When I produce my work, I will keep practising how to send emails with attachments. This will help me develop my understanding in this skill. | When developing this skill, this will give me a great opportunity to use this in other subjects I am currently in. Also, this is a skill I am going to use in my career I want to achieve. | If I am struggling to send emails with attachments, I will ask my personal tutor would they help me. Also, if I am struggling to send an email in the lesson I am in, I would ask the teacher if they could help me. |
| **Research Skills** |  |  |  |  |
| Using the library | I feel like I have a great understanding how to use the library. | I will keep using the library and I will see if I come across something that I haven’t before. This will help me increase my knowledge and understanding of this skill. | This skill that I am developing will help me in other subjects as well as my aspirational job in the future. | If I am stuck, I will ask the Liberian for support. If the Liberian is busy at the time, I will ask friends or peers around me and see if they can help me. |
| Using the index of a book | I have a great understanding in using the index of a book. This is because I find it easier in finding information through a book. By doing this I look at the index before flicking through a textbook. | To help keep an understanding of an index of a book. I will familiarise myself with an index page regularly so I know how to use one effectively to my learning. | This will help me when in other subjects if I have a research task to do. As I will know where to go to find out information about what I am looking for. | If I am struggling for some reason I will ask people who are surrounding me to see if they can offer some support or help. |
| Using a variety of sources for a topic. | I feel like I am very good at using a variety of sources for a topic. This is because I have been doing this in my previous schools. | I will keep doing this. This means I will get a variety of sources such as: textbooks and websites to get the information I need for my topics. | This will help me develop this skill and also different research methods. This will give me great opportunities for other subjects I study as well as my career aim. | The Liberian can help me and support me when it comes to different books/ text books in the library. Also, I will go to my friends and peers who are studying the same topics as me. |
| Using the internet effectively | I feel like I am very good at using the internet effectively. Especially when it comes to finding out information to increase my learning. | The action I am going to take is, using the internet whenever I need to research something for homework. This will enable me to get this skill. | This will help in my subjects and also class discussions because I will have a clear knowledge because I have used the internet to give me information effectively. | My IT teacher can help me in college if I am struggling to understand something on the internet as well as my friends and peers who are currently in my classes. |
| Referencing your sources | I feel like now I am getting a great understanding when referencing my work. However, before college I never knew what it was. | To maintain this skill, I will always keep notes of references when writing my work. Then I will include them at the end. | By doing this it shows that my work is not copied by another’s work (plagiarism). This will be useful in other subjects where I have to get information. | I will go to my PAT if I need support because I might be struggling. Also, my teacher in the classroom I am working in can help me check if I have used the references correctly. This will show that I am applying this skill. |
| **Questioning** |  |  |  |  |
| Asking for help | I feel like I apply this skill when it comes to my learning. | If I am stuck, I will ask my teacher or friends a question. By doing this I am aiding this skill and developing my knowledge. | This will help me understand information that I might have not understood. This will help me in group discussions. This is because other peers my not know my question to. | My teacher and friends can support me to develop this skill even more. |
| Clarifying tasks, you must undertake | I feel like I have a great understanding at this because I like to know for sure what my definite task is. | To aid this skill I will always clarify my work/ tasks I must undertake in lessons. | This will give me great opportunities in my other subjects I am in. | My teacher and PAT can help me if I am struggling to understand clarify tasks that I have been giving. |
| Using feedback | I feel like I use this skill effectively when it comes to my learning. This is because if I have done something wrong, my feedback I get always helps me improve my understanding. | Whenever I get a piece of work handed back with mistakes and corrections, instead of leaving it I will correct them. By doing this I will know what is right and wrong. | This will help me apply it in all of my lessons. Also in my chosen career as I will know what I need to work on or what I have done well and should maintain. | My teacher will help me understand the feedback if I don’t know what they have meant by it. This will help me develop my understanding of this skill. |
| How good are you at using feedback | I am really good at using feedback and I use it effectively. | I will maintain to use my feedback and look at it positively towards my learning. | This will help in other subjects. | Classroom teacher, friends and peers will help me develop this skill. |
| Do you see feedback as a positive or as a criticism | I always see feedback as a positive. | Will always look at my work positively. | Gives me the opportunity to help others see feedback as a positive to there work. | Family, teachers, friends and peers. |