ASDAN Entry Level Award in Personal & Social Development (Entry 3)

1. Title

The following qualification has been accredited by the regulatory bodies in England, Wales and Northern Ireland (Ofqual, Qualifications Wales and CCEA).

ASDAN Entry Level Award in Personal and Social Development (Entry 3)
Accreditation Number: 500/5557/4

In England and N. Ireland it appears in the Register of Regulated Qualifications. In Wales it appears in the QiW (Qualifications in Wales) database.

2. Location of the qualification within the subject/sector classification system

14.1 Foundations for Learning and Life

3. Total Qualification Time (TQT)
This is comprised of the number of Guided Learning Hours assigned to the qualification, and an estimate of the number of hours a candidate will reasonably be likely to spend in preparation, self-study, research and other independent and unguided learning activities. The TQT allocated takes into account estimates and other relevant information gathered from a reasonable number of centres and third parties.

Number of Guided Learning Hours assigned 60 hours
Total Qualification Time 60 hours

4. Qualification Dates

Operational End Date: 31/12/2025

Certification End Date: 31/12/2027

Candidate registrations may not be accepted by ASDAN after the operational end date for a specific qualification if an extension is not obtained from the regulators. However, certification is allowed until the certification end date so that candidates have time to complete any programme of study. At least six months before the operational end date for a qualification, ASDAN will undertake a review of the qualification. This will be done in collaboration with stakeholders in order to take account of any changes necessary to continue to meet their needs. Once this review process is complete, ASDAN will consider the most appropriate course of action, which might include applying to the regulators for an extension to the regulation period, revising or creating a new qualification or withdrawing the qualification. Information relating to changes or extensions to qualifications will be posted on the ASDAN website www.asdan.org.uk.

5. Objective of the qualification
The ASDAN Entry Level Award in Personal and Social Development (Entry 3) embraces personal, social, health, citizenship and ICT, and enables candidates to develop skills that prepare them for independence and working life. It offers imaginative ways of supporting young people in becoming confident individuals who are physically, emotionally and socially healthy, being responsible citizens who make a positive contribution to society and embrace change, managing risk together with their own wellbeing, as well as introducing them to new activities and personal challenges.

The qualifications are available for learners pre and post-16 and can be taught in schools, colleges, residential centres, training providers, PRUs, secure units and other local authority and independent provision.

ASDAN

6. Staffing requirements

This section is provided to give some guidance on the experience and qualifications needed to deliver and assess these qualifications; it is not however intended to be exhaustive or definitive. Examples of relevant qualifications and occupational backgrounds are given as benchmarks. Other equivalent qualifications or backgrounds may also qualify prospective staff for delivery or assessment roles.

Centres must ensure that they have sufficient numbers of suitably experienced Assessors and Internal Moderators to ensure that qualifications are delivered effectively, and that appropriate judgements are made as to whether evidence being presented is valid, sufficient and reliable.

ASDAN cannot be held responsible for any difficulties that arise in the delivery or assessment process as a result of internal recruitment decisions. Recruitment should be made at the discretion of centres, and centres should be aware that it is their responsibility to ensure that all staff involved in the delivery and assessment of ASDAN qualifications are suitably qualified.

Examples of relevant qualifications: Assessor/Internal Verifier awards
Examples of work experience: Demonstrable experience of knowledge of the subject area.

The ASDAN **Centre Guidance** (Section 2.2, Roles and Responsibilities) outlines the range of functions necessary for candidate achievement, and the expectations for suitable qualifications/experience.

7. Units

The units listed below are available for the qualification.

Title	Level	Unit reference	Credit rating (if applicable)
Community Action	E3	CAE3	2
Developing Self	E3	DSE3	2
Dealing with Problems in Daily Life	E3	DLE3	2
Environmental Awareness	E3	EAE3	2
Healthy Living	E3	HLE3	2
Individual Rights and Responsibilities	E3	IRRE3	1
Making the Most of Leisure Time	E3	MLTE3	2
Managing own Money	E3	MOME3	2
Managing Social Relationships	E3	MSRE3	2
Parenting Awareness	E3	PAE3	2
Personal Safety in the Home and Community	E3	PSE3	2
Preparation for Work	E3	PWE3	2
Using Technology in the Home and Community	E3	UTE3	2
Working as Part of a Group	E3	WGE3	2
Working Towards Goals	E3	TGE3	2

8. Structure of the qualification

The qualification is credit-based and candidates must choose a combination of units from those listed above. All units are optional. Candidates must complete 6 credits worth of units to achieve the full qualification. Candidates normally complete all units at the same level; however there is the flexibility to choose units from the level above or below the qualification outcome, if appropriate. For a full Award qualification, the candidate must achieve a minimum of 4 credits at the level of the qualification outcome.

Credit transfer

Candidates who have achieved any of the PSD units in the context of another qualification can transfer the credit already achieved, provided the unit was achieved within 3 years of the PSD external moderation date. A Centre Claim form and guidance are provided on the website in order to manage credit claims.

Equivalent units are units within other qualifications that have been judged to be similar enough in content to be counted instead of certain units within the qualification.

Exemptions are generally non-credit based units that can allow a candidate to be exempt from certain identified units. Where such opportunities exist, these are noted in the specifications for the unit.

Some of the units have equivalent units or exemptions identified against them. A Centre Claim form and guidance are provided on the website in order to manage credit claims and exemptions.

Evidence to fully meet the PSD standards is generated by completing activities to demonstrate skills, knowledge and understanding relevant to the units the candidate is working towards (approximately 60 hours of work).

Optional **student books** are available for centres to download from the members area of the ASDAN website. These have been written to assist the candidate in meeting the unit assessment criteria. However all of the challenges are optional and other opportunities are available for evidencing the assessment criteria using other curriculum materials, resources and learning experiences.

Candidates who do not achieve the full qualification requirements will receive certification for those units which they have successfullly completed.

To demonstrate working at the appropriate level, candidates are required to use the **recording documents** provided by ASDAN, which support the consistent production of evidence.

The mandatory **Standards with Guidance** document, which is provided to support centres in the delivery and assessment of the qualification, provides additional guidance on the appropriate type, quality and quantity of evidence required in order for candidates to show they have met the required standard.

The mandatory **Centre Guidance** contains all the information centres need in order to successfully deliver, assess and internally moderate the qualification and submit candidates for certification.

9. Prior achievement and recognition of prior learning

There are no specific recommended prior learning requirements for this qualification. This qualification has been developed for candidates aged 14-16 in schools and colleges, but is also

accessible to candidates post-16. Centres are responsible for ensuring that this qualification is appropriate for the age and ability of their candidates.

Recognition of Prior Learning (RPL)
RPL is where a candidate has achieved something relevant to the qualification without formal recognition such as a certificate. ASDAN has a policy on RPL which allows all claims to be considered on an individual basis.

10. Progression Opportunities
ASDAN Entry Level Certificate in Personal and Social Development E3
ASDAN Awards and Certificates in Personal and Social Development Level 1

11. Assessment and moderation
Candidates complete a **portfolio of evidence** which is internally assessed by centre assessors against the unit assessment criteria. Assessors need to ensure that there is explicit evidence in the portfolio to show that the candidate has met the required standard.

There is a mandatory **Assessment Checklist** provided for each unit (see example below). These can be downloaded from the ASDAN website and must be completed by the assessor when the candidate completes each unit. Each Assessment Checklist must be signed by the candidate, assessor and internal moderator to authenticate the work, and added to each candidate's portfolio of evidence.

Internal moderation is undertaken by the centre; following their own sampling strategy. The internal moderator provides the vital link between the assessors and the external moderator, and acts as the centre's quality assurance representative.

External moderation is carried out by ASDAN's External Moderators who look at the quality and compare the standards of a sample of candidates' work to ensure that national standards are being met, monitor assessment practice and, where problems are identified, take action to ensure that assessment conforms to national standards.

12. Assessment language
ASDAN qualifications are published and assessed in English only.

13. Standards
The standards for each unit are as follows:

ASDAN Entry Level Award in Personal & Social Development (Entry 3)

Title:	Community Action
Unique Reference Number:	F/502/0459
Level:	E3
Credit Value:	2

Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Demonstrate their knowledge of local community groups	1.1 Identify community groups in their local area and what they do
E3.2 Demonstrate their participation in community activities	2.1 Participate in activities within a local community group
	2.2 Identify how these activity benefits others
	2.3 Identify a benefit for themselves from participating in the activities

Additional information about the unit	
Organisation reference code	CAE3
Unit aim/purpose	To encourage candidates to participate in local community activities and to understand the benefits of these activities for themselves and the community
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Activity log/diary; annotated photographs/video; candidate statement; other relevant evidence
Unit review date	30/06/18
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	N/A

ASDAN Entry Level Award in Personal & Social Development (Entry 3)

Title:	Dealing with Problems in Daily Life	
Unique Reference Number:	H/502/0454	
Level:	E3	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E3.1 Understand how to recognise a straightforward problem	1.1 Identify a straightforward problem that they can tackle	
	1.2 Share ideas on how to tackle the problem with an appropriate person	
E3.2 Tackle a problem	2.1 Identify a way to tackle the problem	
	2.2 Carry out activities to tackle the problem	
	2.3 Ask for appropriate advice	
E3.3 Be able to carry out a review of their progress towards solving the problem	3.1 Review their progress in tackling the problem	
	3.2 Identify what went well and what did not go so well	
Additional information about the unit		
Organisation reference code	DLE3	
Unit aim/purpose	To introduce candidates to the concept of problem solving and help them to develop a systematic approach to tackling problems in their daily lives	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Dealing with Problems in Daily Life Entry 3 Action Plan/Review; record of discussion; witness statement; annotated photographs/video; candidate product evidence; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	Problem Solving Level 1 (WKS) Introduction to Problem Solving Level 1 (CoPE)	

ASDAN Entry Level Award in Personal & Social Development (Entry 3)

Title:	Developing Self
Unique Reference Number:	M/502/0456
Level:	E3
Credit Value:	2

Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Understand how to identify areas for self development	1.1 Describe a personal strength or ability
	1.2 Identify an area for self development
	1.3 Describe a personal skill or behaviour they need to develop
E3.2 Understand how to take responsibility for their own self development	2.1 Describe how they will develop their personal skill or behaviour
	2.2 Suggest a suitable target to work towards and agree it with an appropriate person
	2.3 Identify the support and resources needed to help them work towards the agreed target
	2.4 Work through activities to develop the agreed skill or behaviour
E3.3 Be able to demonstrate how they have developed personal skills	3.1 Review the progress they have made
	3.2 Review what went well and what did not go so well
	3.3 Make choices about how they will continue to develop their personal skills
Additional information about the unit	
Organisation reference code	DSE3
Unit aim/purpose	To help candidates to reflect on their own personal development and engage in activities to help them improve their personal skills, qualities, abilities and behaviours. The candidate does this by working through action steps that will help them to achieve ab agreed target for their self-development. The unit can help motivate candidates and improve their confidence by providing a focus for recognising achievements in their personal development.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Developing Self Entry 3 Action Plan/Review; plan; annotated photographs/video; witness statement/ observation record; diary/activity log; report/target card; other relevant evidence
Unit review date	30/06/18
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	N/A

ASDAN Entry Level Award in Personal & Social Development (Entry 3)

Title:	Environmental Awareness
Unique Reference Number:	R/502/0658
Level:	E3
Credit Value:	2

Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Demonstrate an awareness of how the actions of humans affect the environment	1.1 Give examples of human behaviours which harm the environment
	1.2 Give examples of human behaviours which help the environment
E3.2 Demonstrate an understanding of environmental issues which affect their life	2.1 Identify two different types of environmental issue which are relevant to their life
	2.2 Identify the effects that these issues have on their life
E3.3 Be able to demonstrate a way in which they can help the environment in the local area	3.1 Identify an activity that they can carry out to improve the environment in their local area
	3.2 Take part in an activity to improve the environment in their local area

Additional information about the unit	
Organisation reference code	EAE3
Unit aim/purpose	To support candidates in developing an understanding of the environmental impact of their actions and encouraging them to engage in activities to improve the environment in their local area
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Poster/collage/list; PowerPoint presentation; report/annotated photos/video evidence; activity log/diary; other relevant evidence
Unit review date	30/06/18
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	N/A

ASDAN Entry Level Award in Personal & Social Development (Entry 3)

Title:	Healthy Living
Unique Reference Number:	T/502/0460
Level:	E3
Credit Value:	2

Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Understand what is needed to lead a healthy lifestyle	1.1 Describe what they can do to contribute to a healthy lifestyle
	1.2 Choose appropriate activities that can make an improvement to their lifestyle
E3.2 Demonstrate how they contribute to their own healthy lifestyle	2.1 Carry out activities to contribute to a healthy lifestyle
	2.2 Describe how the activities have improved their lifestyle

Additional information about the unit	
Organisation reference code	HLE3
Unit aim/purpose	To introduce candidate to ways in which they can contribute to a healthy lifestyle and encourage them to engage in activities that will improve their own lifestyle
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Action plan; table/chart/poster; activity log/diary; annotated photographs; witness statement; other relevant evidence
Unit review date	30/06/18
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	N/A

Title:	Individual Rights and Responsibilities
Unique Reference Number:	A/502/0458
Level:	E3
Credit Value:	1

Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Understand that they have individual rights and responsibilities	1.1 Describe an individual right which is relevant to them
	1.2 Identify sources of support or information about rights and responsibilities
	1.3 Describe a responsibility that they have for themselves
	1.4 Describe a responsibility that they have to others

Additional information about the unit	
Organisation reference code	IRRE3
Unit aim/purpose	To raise candidates' awareness of their rights and responsibilities as an individual
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Table; mind map; leaflets or information; other relevant evidence
Unit review date	30/06/18
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	Rights and responsibilities at work E3 (Employability, Diploma in Life Skills) Rights and responsibilities at work L1 (Employability)

Title:	Making the most of Leisure Time	
Unique Reference Number:	H/502/0650	
Level:	E3	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E3.1 Understand how to make use of their leisure time	1.1 Identify ways in which they can use their leisure time	
	1.2 Identify the benefits of using their leisure time in different ways	
E3.2 Be able to participate in a range of activities	2.1 Take part in an activity which they find relaxing	
	2.2 Take part in an activity which they find challenging	
	2.3 Take part in an activity which involves learning a new skill	
E3.3 Carry out a review of the activities they have tried	3.1 Identify what they enjoyed and did not enjoy about the activities	
	3.2 Identify an activity they would like to try again	
Additional information about the unit		
Organisation reference code	MLTE3	
Unit aim/purpose	To introduce candidates to a range of leisure activities and encourage them to think about their preferences for what they do in their leisure time	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Mind map; leaflets/posters; activity log/diary; annotated photographs/video evidence; candidate's own written review/article; witness statement; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	

ASDAN Entry Level Award in Personal & Social Development (Entry 3)

Title:	Managing own Money
Unique Reference Number:	F/502/0462
Level:	E3
Credit Value:	2

Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Understand how to plan a personal budget	1.1 Identify their source(s) of income
	1.2 Identify their key items of expenditure
	1.3 Prepare a straightforward weekly budget plan
	1.4 Identify an appropriate way to save surplus money
E3.2 Know how to carry out transactions	2.1 Identify two different ways of paying for items
	2.2 Demonstrate paying for an item
	2.3 Use appropriate calculations when paying for items

Additional information about the unit	
Organisation reference code	MOME3
Unit aim/purpose	To introduce candidates to the basic elements of managing their personal finances, including engaging them in planning a personal budget and carrying out transactions capably
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Mind map/list/chart; personal income and expenditure sheet/budget plan; web pages/information booklet; question and answer sheet; annotated photographs/video evidence; witness statement; observation sheet; other relevant evidence
Unit review date	30/06/18
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	N/A

Title:	Managing Social Relationships
Unique Reference Number:	T/502/0457
Level:	E3
Credit Value:	2

Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Understand how to interact with others in familiar social situations	1.1 Identify situations in which they may need to interact with others
	1.2 Identify positive behaviours which can be used when interacting with others
E3.2 Demonstrate how to interact with others in familiar social situations	2.1 Take part in an exchange with one or more people about a topic in which they have an interest
	2.2 Use appropriate positive behaviours when participating in the exchange
	2.3 Make appropriate contributions
	2.4 Express opinions and respect the views of others

Additional information about the unit	
Organisation reference code	MSRE3
Unit aim/purpose	To help candidates to interact and communicate with others in appropriate ways in familiar social situations
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Discussion plus witness statement/observation sheet; candidate's discussion preparation notes; other relevant evidence
Unit review date	30/06/18
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit
Equivalent ASDAN unit/s or exemptions	N/A

Title:	Parenting Awareness	
Unique Reference Number:	F/502/0655	
Level:	E3	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
E3.1 Demonstrate an understanding of the demands of having a baby	1.1 Identify the ways in which having a new baby can be emotionally demanding	
	1.2 Identify the ways in which having a new baby can be physically demanding	
E3.2 Demonstrate an understanding of the sources of help and support available for parents	2.1 Identify two sources of help for new parents	
	2.2 Identify two facilities in their local area which support parents with young children	
	2.3 Identify a way in which help and support can benefit new parents	
E3.3 Demonstrate an understanding of a parent's responsibility for keeping a baby safe and healthy	3.1 Identify a way that a parent can protect a baby against an unsafe situation in the home	
	3.2 Identify a way that a parent can protect a baby against a health hazard	
	3.3 Give an example of when a parent should seek medical advice about their baby's health	
Additional information about the unit		
Organisation reference code	PAE3	
Unit aim/purpose	To introduce candidates to some of the issues facing new parents and helping them to identify sources of help and support for families with babies and young children	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Poster/display/leaflet; annotated photographs; witness statement; collage/poster/leaflets; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit	
Equivalent ASDAN unit/s or exemptions	N/A	

Title:	Personal Safety in the Home and Community
Unique Reference Number:	R/502/3334
Level:	E3
Credit Value (if any):	2
Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Understand how to keep themselves safe when travelling around	1.1 Recognise some of the risks that they might face when out and about
	1.2 Demonstrate how they might deal with a situation in which their safety is threatened
	1.3 Demonstrate that they can travel safely and independently to an unfamiliar destination using public transport
E3.2 Be able to demonstrate ways to keep themselves safe when in the home	2.1 Identify safety rules for use in the home
	2.2 Demonstrate safe practices when carrying out household activities
Additional information about the unit	
Organisation reference code	PSE3
Unit aim/purpose	To raise candidates' awareness of the risks they could face in the home and when travelling around, and to help them to develop strategies for reducing risk.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	List; observation sheet/annotated photographs/video evidence; witness statement; travel diary/log; poster/leaflet; other relevant evidence
Unit review date	30/06/18
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit.
Equivalent ASDAN unit/s or exemptions	N/A

ASDAN Entry Level Award in Personal & Social Development (Entry 3)

Title:	Preparation for Work	
Unique Reference Number:	A/502/0461	
Level:	E3	
Credit Value (if any):	2	
Learning outcomes **The learner will:**	**Assessment criteria** **The learner can:**	
E3.1 Understand the skills and qualities needed for working life	1.1 Describe some personal skills and qualities which employees need	
	1.2 Identify how their own personal skills and qualities compare with the skills and qualities employees need	
	1.3 Identify areas for development	
E3.2 Investigate personal career opportunities	2.1 Find out about potential job roles which interest them	
	2.2 Identify a suitable potential job role	
	2.3 Prepare key personal information needed to apply for the job role	
Additional information about the unit		
Organisation reference code	PWE3	
Unit aim/purpose	To support candidates in exploring the personal skills and qualities that employers need and matching these to their own skills and qualities. To enable candidates to consider suitable career opportunities and prepare key information to apply for a specific job role.	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Mind map/poster; personal profile; interview notes; personal profile; collection of job adverts from press/internet; candidate statement; completed application form/CV with annotation; other relevant evidence	
Unit review date	30/06/18	
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit.	
Equivalent ASDAN unit/s or exemptions	N/A	

ASDAN Entry Level Award in Personal & Social Development (Entry 3)

Title:	Working towards Goals
Unique Reference Number:	D/502/0453
Level:	E3
Credit Value (if any):	2

Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Be able to identify goals	1.1 State their strengths and what they need to improve
	1.2 Identify an appropriate short-term goal to work towards
	1.3 Agree the goal with an appropriate person
E3.2 Be able to plan how to meet their agreed goal	2.1 Identify what needs to be done to work towards the goal
	2.2 Identify sources of support to help achieve their goal
	2.3 Say what the deadlines are for achieving the goal
E3.3 Follow a plan to achieve an agreed goal	3.1 Carry out activities to achieve the goal
	3.2 Review their progress towards achieving the goal
	3.3 Identify whether the goal has been achieved

Additional information about the unit	
Organisation reference code	TGE3
Unit aim/purpose	To support candidates in developing their skills as independent learners. The candidate does this by agreeing and working through action steps that will help them to acquire skills and/or knowledge to achieve a learning goal.
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Working Towards Goals Entry 3 Action Plan/Review; record of discussion; candidate's own action plan; candidate's own review of progress; product evidence; annotated photographs/video evidence; witness statements/observation records; diary/activity log; other relevant evidence
Unit review date	30/06/18
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit.
Equivalent ASDAN unit/s or exemptions	Planning and Reviewing Learning E3 (Employability, Diploma in Life Skills) Planning and Reviewing Learning L1 (CVQ, AoPE, Employability, Diploma in Life Skills) Improving own Learning and Performance L1 (WKS) Introduction to IOLP Level 1 (CoPE)

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Title:	Using Technology in the Home and Community
Unique Reference Number:	J/502/3332
Level:	E3
Credit Value (if any):	2

Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Understand how and where technology is used in the home and local community	1.1 Identify how and where technology is used in the home and the local community
	1.2 Identify advantages and disadvantages of using technology in the home and local community
E3.2 Be able to demonstrate ways to use technology in the home and local community	2.1 Demonstrate safe practices when using different types of technology in the home and local community
	2.2 Demonstrate what to do if the technology being used goes wrong

Additional information about the unit	
Organisation reference code	UTE3
Unit aim/purpose	To encourage candidates to use technology safely and correctly in the home and in the community, and to raise their awareness of what to do if the technology goes wrong
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Annotated photographic or video evidence; information chart; diary/log; witness statement; observation sheet; other relevant evidence
Unit review date	30/06/18
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit.
Equivalent ASDAN unit/s or exemptions	N/A

ASDAN Entry Level Award in Personal & Social Development (Entry 3)

Title:	Working as Part of a Group
Unique Reference Number:	K/502/0455
Level:	E3
Credit Value (if any):	2

Learning outcomes The learner will:	Assessment criteria The learner can:
E3.1 Know how to work with others in appropriate ways	1.1 Contribute to setting ground rules for working with others
	1.2 Make suggestions about the role they should play in the group
E3.2 Be able to play an active role in working as part of a group	2.1 Carry out agreed activities when working with others on a group task
	2.2 Make suggestions and receive feedback appropriately
	2.3 Ask for or offer help when required
E3.3 Review their role in the group	3.1 Review their work with others
	3.2 Identify how they contributed to the group
	3.3 Identify what went well and areas they could improve in working with others

Additional information about the unit	
Organisation reference code	WGE3
Unit aim/purpose	To support candidates in developing their skills as active contributors when working with others on group activities
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Agreed list of ground rules; Working as Part of a Group Entry 3 Action Plan/Review; witness statement; candidate's own product evidence; annotated photographs/video evidence; diary/activity log; other relevant evidence
Unit review date	30/06/18
Unit place in the structure of an accredited qualification (e.g. Mandatory or optional etc.)	Optional unit.
Equivalent ASDAN unit/s or exemptions	Teamwork skills for volunteers L1 (CVQ) Working with Others L1 (WKS) Introduction to Working with Others L1 (CoPE)

ASDAN Entry Level Award in Personal & Social Development (Entry 3)

Sample Assessment Checklist:

<table>
<tr><td colspan="5" align="center">Assessment Checklist – PSD Entry 3</td></tr>
<tr><td colspan="4">Community Action (CAE3)</td><td>Credits: 2</td></tr>
<tr><td>Learning outcome</td><td>You will:</td><td></td><td>You can:</td><td>Evidence (page no.)</td></tr>
<tr><td>E3.1</td><td>Demonstrate your knowledge of local community groups</td><td>E3.1.1</td><td>Identify community groups in your local area and what they do</td><td></td></tr>
<tr><td>E3.2</td><td>Demonstrate your participation in community activities</td><td>E3.2.1</td><td>Participate in activities within a local community group</td><td></td></tr>
<tr><td></td><td></td><td>E3.2.2</td><td>Identify how these activities benefit others</td><td></td></tr>
<tr><td></td><td></td><td>E3.2.3</td><td>Identify a benefit for yourself from participating in the activities</td><td></td></tr>
<tr><td colspan="5">Assessor Declaration: "I confirm that the details above are correct, that the evidence submitted is the candidate's own work and the candidate meets all of the requirements for certification of this unit."

Candidate Declaration: "I confirm that the evidence in this portfolio is all my own work."</td></tr>
<tr><td colspan="2">Candidate name:</td><td colspan="2">Candidate signature:</td><td>Date:</td></tr>
<tr><td colspan="2">Assessor name:</td><td colspan="2">Assessor signature:</td><td>Date:</td></tr>
<tr><td colspan="2">Internal moderator name:</td><td colspan="2">Internal moderator signature:</td><td>Date:</td></tr>
</table>

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