

ASDAN Level 1 Award of Personal Effectiveness

1. Title

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

ASDAN Level 1 Award of Personal Effectiveness

Accreditation Number: 500/5748/0

In England and N. Ireland, it appears in the Register of Regulated Qualifications

<https://register.ofqual.gov.uk/>

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 80 hours

Total Qualification Time 100 hours

4. Qualification Dates

England, NI and Internationally

Operational End Date: 31/12/2025

Certification End Date: 31/12/2027

Wales

Operational End Date: 31/12/2022

Certification End Date: 31/12/2024

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 Level 1 Award of Personal Effectiveness (AoPE) is a substantial and wide-ranging qualification which enables candidates to develop and demonstrate a range of personal, key and employability skills, leading to personal effectiveness. The purpose is to develop generic personal, learning and thinking skills through a broad range of enrichment activities provided by ASDAN challenges. The AoPE assessment units encourage the development of the skills required for progression to further education, training or employment.

ASDAN Level 1 Award of Personal Effectiveness

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)
Introduction to working with others	1	IWWO1	2
Planning and reviewing learning	1	PRL1	2
Dealing with problems in daily life	1	DWP1	2
Planning and carrying out research	1	PCR1	2
Group discussion	1	GD1	1
Preparing for and giving a presentation	1	PGP1	2
Developing self	1	DS1	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 8 credits worth of units to achieve the qualification.

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.

ASDAN Level 1 Award of Personal Effectiveness

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 AoPE standards is generated by identifying and completing challenges from a selection of modules in the **Certificate of Personal Effectiveness Levels 1 and 2 student book and the ASDAN Personal Development Programmes student book**.

Completion of the qualification involves three main strands:

- taking responsibility for planning, organising and carrying out a number of activities, or challenges, and evidencing this work in a portfolio
- developing and evidencing the skills represented by the chosen AoPE assessment units
- completing skill-specific evidence records using ASDAN documentation

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

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

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 Award of Personal Effectiveness (AoPE) Level 2

ASDAN Certificate of Personal Effectiveness (CoPE) Level 1/2

11. Assessment and moderation

Candidates complete a **portfolio of evidence**, generated from appropriate challenges within the student book, which demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit. This is internally assessed by centre assessors against the appropriate AoPE unit assessment criteria. Assessors need to ensure that there is explicit evidence in the portfolio to show that the candidate has met the required AoPE standards.

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.

ASDAN Level 1 Award of Personal Effectiveness

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 Level 1 Award of Personal Effectiveness

Title:	Introduction to working with others	
Unique Reference Number:	J/500/5011	
Level:	L1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
1.1 Confirm what the group is going to do and help plan how to do it	1.1 Describe how working in a group is different from working with one other person	
	1.2 Describe the ground rules for working with others	
	1.3 Check what is the group's goal	
	1.4 Identify the tasks that need to be done, and his/her responsibilities	
	1.5 Check and describe the arrangements for working together	
1.2 Work with others towards achieving the shared goals	2.1 Get what he/she needs to carry out tasks	
	2.2 Complete tasks without disrupting or offending others	
	2.3 Complete his/her tasks safely following the methods he/she has been shown	
	2.4 Check progress, and ask for help when appropriate	
	2.5 Offer support to others when appropriate	
1.3 Identify ways he/she helped to work towards the group's goals, and how to improve his/her work with others	3.1 Identify what went well and what went less well when working with others	
	3.2 Identify how he/she helped to achieve things together	
	3.3 Suggest ways of improving working with others next time	
Additional information about the unit		
Organisation reference code	IWWO1	
Unit aim/purpose	To develop skills in working co-operatively with others	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Mandatory: Ground rules & planning sheet: witness statement; review Optional: Log of activity: peer statements; 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	Team working L2 (CVQ, Employability) Teamwork skills for volunteers L1 (CVQ) Working with Others L1 (Wider Key Skills) Working with Others L2 (Wider Key Skills) Introduction to working with others L1 (CoPE) Introduction to working with others L2 (CoPE)	

ASDAN Level 1 Award of Personal Effectiveness

Title:	Planning and reviewing learning	
Unique Reference Number:	J/500/5008	
Level:	L1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
1.1 Confirm his/her targets and plan how to meet these, with the person setting them	1.1 Describe why targets are important	
	1.2 Make sure targets clearly show what he/she wants to achieve	
	1.3 Identify clear action points and deadlines	
	1.4 Identify where to get the support he/she needs, and arrangements for reviewing progress	
1.2 Follow his/her plan to help meet targets and improve performance	2.1 Work through his/her action points to complete work on time	
	2.2 Describe different ways of learning and how he/she learns best	
	2.3 Use ways of learning suggested by his/her supervisor and make changes when needed to improve performance	
	2.4 Use support given by others to help meet his/her targets	
1.3 Review his/her progress and achievements with an appropriate person	3.1 Identify what he/she learned and state how he/she learned	
	3.2 State what has gone well and what has gone less well	
	3.3 Identify targets he/she has met and describe his/her achievements	
	3.4 Use feedback to help say what is needed to improve his/her performance	
Additional information about the unit		
Organisation reference code	PRL1	
Unit aim/purpose	To develop skills in planning and reviewing learning	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Mandatory: Plan; Learning Log; Review Optional: Evidence relevant to the unit, including evidence of target achievement	
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	Improving own learning and performance L1 (Wider Key Skills) Improving own learning and performance L2 (Wider Key Skills) Introduction to improving own learning and performance L1 (CoPE) Introduction to improving own learning and performance L2 (CoPE)	

ASDAN Level 1 Award of Personal Effectiveness

Title:	Dealing with problems in daily life	
Unique Reference Number:	L/502/0464	
Level:	L1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
1.1 Know how to recognise a straightforward problem and identify ways to tackle it	1.1 Describe a straightforward problem and describe its effects	
	1.2 Suggest ways in which they might tackle the problem	
	1.3 Select a way to tackle the problem and agree it with an appropriate person	
1.2 Be able to plan and carry out activities to tackle a problem	2.1 Plan the activities needed to tackle the problem	
	2.2 Identify resources to help tackle the problem	
	2.3 Carry out planned activities	
1.3 Be able to carry out a review of his/her methods and the skills he/she used in tackling the problem	3.1 Review the approach used to tackle the problem	
	3.2 Describe what went well and what did not go so well	
	3.3 Identify whether the problem has been solved	
Additional information about the unit		
Organisation reference code	DWP1	
Unit aim/purpose	To develop skills in resolving problems	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Mandatory: Planning sheet; Plan and Review sheet Optional: 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	Tackling problems L1 (Employability) Tackling problems L2 (2 credits only) (Employability) Problem solving L1 (Wider Key Skills) Problem solving L2 (Wider Key Skills) Introduction to problem solving L1 (CoPE) Introduction to problem solving L2 (CoPE)	

ASDAN Level 1 Award of Personal Effectiveness

Title:	Planning and carrying out research	
Unique Reference Number:	D/502/0971	
Level:	L1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
1.1 Plan research	1.1 Identify a general topic or broad area of interest	
	1.2 Agree different features of the topic that could be investigated and identify which aspect they want to research	
	1.3 With help state what the research will tell him/her	
	1.4 Plan how to carry out the research including how and where to get information, and deadlines	
1.2 Carry out the research plan	2.1 Follow the research plan	
	2.2 Keep a record of sources of information and research activities	
	2.3 Show an understanding of the chosen topic by describing what he/she has found out	
1.3 Present the findings of the research	3.1 Prepare for presenting the findings of the research	
	3.2 Present the findings of the research using a suitable method	
	3.3 Agree ways to improve research skills	
Additional information about the unit		
Organisation reference code	PCR1	
Unit aim/purpose	To develop skills in planning and carrying out research	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Mandatory: Plan, Do, Review sheets, plus tutor statement sheet; annotated source materials; evidence of the presentation of the research Optional: 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	Research skills L2 (CVQ, Employability) Planning and carrying out a piece of research L1 (CoPE) Planning and carrying out a piece of research L2 (CoPE)	

ASDAN Level 1 Award of Personal Effectiveness

Title:	Group discussion	
Unique Reference Number:	K/502/0973	
Level:	L1	
Credit Value:	1	
Learning outcomes The learner will:	Assessment criteria The learner can:	
1.1 Provide information relevant to the subject and purpose of the discussion	1.1 Find out about the subject	
	1.2 Say things that are relevant and suit the purpose of the discussion	
	1.3 Give information and present points of view clearly	
1.2 Communicate in ways that suit the situation	2.1 Judge when to speak and how much to say	
	2.2 Use tone, pace and volume to suit the situation	
	2.3 Use words that everyone can understand	
1.3 Listen and respond appropriately to what others say	3.1 Show that he/she is listening by making suitable verbal responses	
	3.2 Use appropriate body language when listening to others	
	3.3 Ask questions to clarify points	
Additional information about the unit		
Organisation reference code	GD1	
Unit aim/purpose	To develop skills in preparing for and taking part in a group discussion	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Mandatory: Observation checklist; evidence of candidate's preparation for discussion (e.g. notes) Optional: Peer statements; 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	Communication L1 (Key Skills) Communication L2 (Key Skills) Communicating through discussion L1 (CoPE) Communicating through discussion L2 (CoPE) Functional English L1 Functional English L2	

ASDAN Level 1 Award of Personal Effectiveness

Title:	Preparing for and giving a presentation	
Unique Reference Number:	H/502/0972	
Level:	L1	
Credit Value:	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
1.1 Understand how to improve his/her presentation skills	1.1 State the characteristics of an effective presentation	
	1.2 Identify own strengths as a presenter and what he/she needs to improve	
	1.3 Agree two targets for improving his/her presentation skills	
1.2 Prepare to give a presentation	2.1 Find out about the chosen topic	
	2.2 Identify the main points to be made in the presentation taking account of the audience and situation	
	2.3 Prepare any resources needed including selecting an image/s relevant to the chosen subject	
	2.4 Rehearse the presentation and use feedback to make improvements	
1.3 Deliver a presentation	3.1 Communicate clearly and use language that suits the situation	
	3.2 Keep to the subject	
	3.3 Make appropriate reference to the image/s during the presentation	
	3.4 Invite questions and/or comments from the audience and give suitable responses	
1.4 Review presentation skills	4.1 Review the presentation and the extent to which targets for improvement have been achieved	
	4.2 Identify next steps in continuing to improve presentation skills	
Additional information about the unit		
Organisation reference code	PGP1	
Unit aim/purpose	To recognise and develop skills in presentation	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Mandatory: Question sheet on presentation skills; planning and preparation sheet; observation checklists and review; evidence of the presentation Optional: Evidence of preparation (e.g. notes); peer statements; 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	Presentation skills for volunteers L2 (CVQ)	

ASDAN Level 1 Award of Personal Effectiveness

Title:	Developing self	
Unique Reference Number:	K/502/0469	
Level:	L1	
Credit Value (if any):	2	
Learning outcomes The learner will:	Assessment criteria The learner can:	
1.1 Take an active role in his/her self development	1.1 Describe how he/she will contribute to own self development	
	1.2 Select an area for self development	
	1.3 Explain why this area is important for his/her self-development	
1.2 Be able to plan for his/her self development	2.1 Prepare a plan for his/her identified area of self-development	
	2.2 List activities, targets and timelines for his/her self development	
	2.3 Plan how to review his/her progress towards achieving his/her targets	
	2.4 Work through the agreed plan	
1.3 Review his/her self development	3.1 Review his/her self development plan	
	3.2 Suggest improvements and amendments to the plan	
	3.3 Explain how he/she will continue with his/her self development in the future	
Additional information about the unit		
Organisation reference code	DS1	
Unit aim/purpose	To develop skills in planning and carrying out activities in personal development	
Requirements about the way the units must be assessed (if appropriate)	N/A	
Guidance on suitable types of supporting evidence	Mandatory: Pre-planning sheet; Plan and review sheet Optional: Tutor statements or peer reports; 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	Improve own performance as a volunteer L2 (CVQ) Improve own performance as a volunteer L1 (CVQ)	

ASDAN Level 1 Award of Personal Effectiveness

Example Assessment Checklist:

Assessment Checklist – AoPE Level 1 qualification				
Unit PGP1: Preparing for and giving a presentation				
Credits: 2				
Learning outcome	You will:		You can:	Evidence (page no.)
PGP1.1	Understand how to improve his/her presentation skills	1.1.1	State the characteristics of an effective presentation	
		1.1.2	Identify own strengths as a presenter and what he/she needs to improve	
		1.1.3	Agree two targets for improving his/her presentation skills	
PGP1.2	Prepare to give a presentation	1.2.1	Find out about the chosen topic	
		1.2.2	Identify the main points to be made in the presentation taking account of the audience and situation	
		1.2.3	Prepare any resources needed including selecting an image/s relevant to the chosen subject	
		1.2.4	Rehearse the presentation and use feedback to make improvements	
PGP1.3	Deliver a presentation	1.3.1	Communicate clearly and use language that suits the situation	
		1.3.2	Keep to the subject	
		1.3.3	Make appropriate reference to the image/s during the presentation	
		1.3.3	Invite questions and/or comments from the audience and give suitable responses	
PGP1.4	Review presentation skills	1.4.1	Review the presentation and the extent to which targets for improvement have been achieved	
		1.4.2	Identify next steps in continuing to improve presentation skills	
<p>Assessor Declaration: <i>"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."</i></p> <p>Candidate Declaration: <i>"I confirm that the evidence in this portfolio is all my own work."</i></p>				
Candidate name:		Candidate signature:		Date:

ASDAN Level 1 Award of Personal Effectiveness

Assessor name:	Assessor signature:	Date:
Internal moderator name:	Internal moderator signature:	Date: