ASDAN Level 2 Award of Personal Effectiveness

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

ASDAN Level 2 Award of Personal Effectiveness
Accreditation Number: 500/9553/5

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 80 hours
Total Qualification Time 100 hours

4. Qualification Dates

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 2 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.

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.

ASDAN Level 2 Award of Personal Effectiveness

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)
Team working	2	TW2	3
Planning and reviewing learning	2	PRL2	3
Dealing with problems in daily life	2	DWP2	2
Planning and carrying out research	2	PCR2	2
Group discussion	2	GD2	1
Preparing for and giving a presentation	2	PGP2	2
Developing self	2	DS2	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.

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 suitable challenges from a selection of modules in the **Levels 1 & 2 Personal Effectiveness (AoPE/CoPE) student book**. Through these challenges candidates need to demonstrate skill

ASDAN Level 2 Award of Personal Effectiveness

development and must also complete enough challenges to gain six curriculum (ASDAN) credits at Level 2 (requiring approximately 60 hours of work).

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 successfullly 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 **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 Certificate of Personal Effectiveness (CoPE) Level 2
ASDAN Wider Key Skills Level 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 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 2 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 2 Award of Personal Effectiveness

Title:	Team working
Unique Reference Number:	K/501/5143
Level:	L2
Credit Value:	3

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Plan work with others	1.1 Describe what makes groups or teams effective
	1.2 Identify what the team needs to achieve together
	1.3 Share relevant information to clarify what needs to be done, and individual responsibilities
	1.4 Confirm the arrangements for working as a team

2.2 Work co-operatively towards achieving identified objectives	2.1 Organise and carry out tasks to meet own responsibilities:
	     a) safely
	     b) using appropriate methods

	2.2 Describe how individual behaviour can have a positive or a negative effect on a team achieving its objectives
	2.3 Check progress, seeking advice from an appropriate person when required
	2.4 Describe how he/she supports co-operative ways of working
2.3 Recognise own contribution to teamwork and agree ways to improve work with others	3.1 Identify own role in helping to achieve things together
	3.2 Share relevant information on what went well and less well when working with others
	3.3 Explain how improved interpersonal skills could contribute to the effectiveness of group/teamwork in the future

Additional information about the unit	
Organisation reference code	TW2
Unit aim/purpose	To develop teamwork skills
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Mandatory: Plan, Do, Reflection and Review sheets Optional: Log of activity: peer 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	Working with Others L2 (Wider Key Skills) Working with Others L3 (Wider Key Skills) Introduction to working with others L2 (CoPE) Introduction to working with others L3 (CoPE)

ASDAN Level 2 Award of Personal Effectiveness

Title:	Planning and reviewing learning
Unique Reference Number:	H/501/5142
Level:	L2
Credit Value:	3

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Confirm targets and plan how to meet these	1.1 Identify the targets he/she wants to achieve
	1.2 Explain why these targets are important to him/her
	1.3 Identify clear action points
	1.4 Explain how he/she will manage time
	1.5 Identify how to get the support needed
	1.6 Identify the arrangements for reviewing progress
2.2 Take responsibility for working towards identified targets	2.1 Work through action points making effective use of time management skills
	2.2 Describe any revisions to plan
	2.3 Work for short periods without close supervision
	2.4 Identify when support is needed and use support to meet targets
2.3 Review progress and achievements with an appropriate person	3.1 Identify what he/she learned
	3.2 Identify targets he/she has met and evidence of achievements
	3.3 Describe preferred methods of learning
	3.4 Identify how he/she can improve performance

Additional information about the unit	
Organisation reference code	PRL2
Unit aim/purpose	To develop independence in planning and reviewing own 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 L2 (Wider Key Skills) Improving own learning and performance L3 (Wider Key Skills) Introduction to improving own learning and performance L2 (CoPE) Introduction to improving own learning and performance L3 (CoPE)

ASDAN Level 2 Award of Personal Effectiveness

Title:	Dealing with problems in daily life
Unique Reference Number:	T/600/1241
Level:	L2
Credit Value:	2

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Know how to recognise a straightforward problem and identify ways to tackle it	1.1 Identify a straightforward problem and describe its effects
	1.2 Identify how he/she will know if the problem has been resolved
	1.3 Explore all aspects of the problem and different ideas for tackling it
	1.4 Talk through the problem with an appropriate person and agree how to tackle it
2.2 Be able to plan and carry out activities to tackle a problem	2.1 Plan what needs to be done to tackle the problem
	2.2 Identify resources and support needed to help tackle the problem
	2.3 Carry out planned activities using support and adapting his/her plan when needed
2.3 Be able to carry out a review of his/her methods and the skills he/she used in tackling the problem	3.1 Identify whether the problem has been resolved
	3.2 Review how he/she explored and tackled the problem and identify the strengths and weaknesses of his/her approach
	3.3 Identify ways of improving his/her problem solving skills

Additional information about the unit	
Organisation reference code	DWP2
Unit aim/purpose	To develop independence 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, Checking and Review sheets 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 L2 (2 credits only) (CVQ, Employability) Tackling problems L3 (2 credits only) (CVQ, Employability) Problem solving L2 (Wider Key Skills) Problem solving L3 (Wider Key Skills) Introduction to problem solving L2 (CoPE) Introduction to problem solving L3 (CoPE)

ASDAN Level 2 Award of Personal Effectiveness

Title:	Planning and carrying out research
Unique Reference Number:	F/600/1243
Level:	L2
Credit Value:	2

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Plan research	1.1 Identify and agree the question/s that the research activities will try to address
	1.2 Plan how to carry out research into the identified issue, including sources of information and/or ideas, and research methods
	1.3 Present his/her plan in an appropriate format
2.2 Carry out research	2.1 Gather information from more than one source
	2.2 Select appropriate information and work with it to answer his/her research question
	2.3 Keep a record of how information and data were collected
	2.4 Identify the outcomes of the research and explain conclusions
2.3 Present the outcomes of the research and review research skills	3.1 Prepare for presenting the outcomes of the research
	3.2 Present information clearly and in an appropriate format
	3.3 Give suitable responses to questions about the research
	3.4 Seek feedback and agree ways to improve his/her research skills

Additional information about the unit	
Organisation reference code	PCR2
Unit aim/purpose	To develop independence in planning and using research methods to reach and present conclusions
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Mandatory: Planning and Carrying out the Research sheets, tutor statement Optional: Activity log; 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	Research skills L2 (CVQ, Employability) Planning and carrying out a piece of research L2 (CoPE) Planning and carrying out a piece of research L3 (CoPE)

ASDAN Level 2 Award of Personal Effectiveness

Title:	Group discussion
Unique Reference Number:	J/600/1244
Level:	L2
Credit Value:	1

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Make clear and relevant contributions to a discussion in a way that suits the purpose and situation	1.1 Find out about the subject and prepare for the discussion
	1.2 Make contributions that are relevant to the subject and purpose of the discussion
	1.3 Give information clearly and in appropriate detail
	1.4 Present points of view persuasively using supporting statements and evidence
	1.5 Use language to suit the situation
	1.6 Judge when to speak and how much to say
2.2 Listen and respond appropriately to what others say	2.1 Demonstrate listening skills by making appropriate comments and using appropriate body language
	2.2 Respond to questions appropriately
	2.3 Ask questions to elicit further information or clarify positions held by others
2.3 Help to move the discussion forward	3.1 Develop points made by others
	3.2 Use strategies to maintain the focus of the discussion on its original purpose e.g. asking questions, making links, summarising key points

Additional information about the unit	
Organisation reference code	GD2
Unit aim/purpose	To develop skills in preparing for, and moving forward, 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; Optional: Source material used to prepare for the discussion; 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 L2 (Key Skills) Communication L3 (Key Skills) Communicating through discussion L2 (CoPE) Communicating through discussion L3 (CoPE) Functional English L2

ASDAN Level 2 Award of Personal Effectiveness

Title:	Preparing for and giving a presentation
Unique Reference Number:	L/600/1245
Level:	L2
Credit Value:	2

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Understand how to improve his/her presentation skills	1.1 State the characteristics of an effective presentation
	1.2 Describe the differences between a presentation designed principally to give information and one intended to be persuasive and to put across a point of view
	1.3 Describe the skills and qualities needed to be an effective presenter
	1.4 Identify own strengths as a presenter and what he/she needs to improve
	1.5 Agree targets for improving his/her presentation skills
2.2 Prepare to give a presentation	2.1 Research the chosen topic and identify information relevant to the purpose of the presentation
	2.2 Identify the key themes for the presentation and make notes of the main points to be made taking account of the audience and situation
	2.3 Ensure supporting material such as images or data are available and prepare any resources needed
	2.4 Rehearse the presentation on more than one occasion and use feedback to make improvements
2.3 Deliver a presentation	3.1 Speak clearly and use language that suits the subject, purpose and situation
	3.2 Explain any technical terms used
	3.3 Keep to the subject and use tone of voice and pace to maintain listeners' interest
	3.4 Use examples and/or anecdotes to illustrate key points
	3.5 Use an image/s to support/enhance key points during the presentation
	3.6 Invite questions and feedback from the audience and respond appropriately
2.4 Review presentation skills	4.1 Review the presentation and agree 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	PGP2
Unit aim/purpose	To develop skills in using feedback to improve presentation structure and delivery
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Mandatory: Preparing and planning sheets; observation checklist; reviewing sheet

ASDAN

	Optional: Log of activity; 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 2 Award of Personal Effectiveness

Title:	Developing self
Unique Reference Number:	R/600/1246
Level:	L2
Credit Value (if any):	2

Learning outcomes The learner will:	Assessment criteria The learner can:
2.1 Take an active role in his/her self development	1.1 Describe how he/she will contribute to own self development
	1.2 Describe how his/her own attitudes and behaviours could be a barrier to progress in self development
	1.3 Describe what would help to motivate him/her to progress in self development
	1.4 Select an area for self development and explain how this choice will contribute to his/her personal development
	1.5 Agree what will show progress in the selected area for self development
2.2 Be able to plan for his/her self development	2.1 Agree ways to minimise barriers to self development and to make the most of opportunities for change
	2.2 Prepare a plan for his/her identified area of self development including activities, targets and timelines
	2.3 Plan how and when to review his/her progress towards achieving his/her targets
2.3 Review his/her self development and plan for the future	3.1 Work through activities, and reflect on key experiences or incidents
	3.2 Review his/her self development plan and how successful he/she has been in dealing with the barriers he/she identified before
	3.3 Suggest improvements and amendments to the plan
	3.4 Explain how he/she will continue with his/her self development in the future
Additional information about the unit	
Organisation reference code	DS2
Unit aim/purpose	To develop independence in planning and carrying out personal development activities
Requirements about the way the units must be assessed (if appropriate)	N/A
Guidance on suitable types of supporting evidence	Mandatory: Pre-planning sheets; Planning sheet; Looking Back sheet Optional: Log of activity; 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 Level 2 Award of Personal Effectiveness

Sample Assessment Checklist:

Candidate Name: Establishment:

12 curriculum credits (from Bronze/CoPE Level 1/2 book) ☐ 8 QCF credits completed ☐	A portfolio of evidence presented showing organisation and completion of activities appropriate to Level 2 ☐	
Units	**Evidence**	**File page ref.**
TW2 (3 QCF credits) Team Working – *evidence of Level 2 skills, knowledge and understanding using templates provided by ASDAN with supporting evidence* *Challenge Ref:*	Statements	
	Reviewing	
	Supporting Evidence	
PRL2 (3 QCF credits) Planning and Reviewing Learning - *evidence of Level 2 skills, knowledge and understanding using templates provided by ASDAN with supporting evidence* *Challenge Ref:*	Goal Setting	
	Planning	
	Learning Log & Reviewing	
	Supporting evidence	
DWP2 (2 QCF credits) Dealing with Problems in Daily Life - *evidence of Level 2 skills, knowledge and understanding using templates provided by ASDAN with supporting evidence* *Challenge Ref:*	Exploring	
	Planning & Reviewing	
	Supporting evidence	
PCR2 (2 QCF credits) Planning and Carrying Out Research – *evidence of Level 2 skills, knowledge and understanding, using templates provided by ASDAN with supporting evidence* *Challenge Ref:*	Planning	
	Carrying out & Reviewing	
	Presenting results	
	Supporting evidence	
GD2 (1 QCF credit) Group Discussion - *evidence of Level 2 skills, knowledge and understanding, using templates provided by ASDAN with supporting evidence* *Challenge Ref:*	Preparing	
	Observing performance	
	Supporting evidence	
PGP2 (2 QCF credits) Preparing for and Giving a Presentation - *evidence of Level 2 skills, knowledge and understanding, using templates provided by ASDAN with supporting evidence* *Challenge Ref:*	Target setting	
	Planning & Preparation	
	Observing Performance & Review	
	Supporting evidence	
DS2 (2 QCF credits) Developing Self - *evidence of Level 2 skills, knowledge and understanding, using templates provided by ASDAN with supporting evidence*	Reflection	
	Planning	
	Review	
	Supporting evidence	

Assessor Declaration: *I confirm that the details above are correct and that the evidence presented is the candidate's own work (**tutor-led**)*

Candidate Declaration: *"I confirm that the evidence in this portfolio is all my own work"*

ASDAN Level 2 Award of Personal Effectiveness

Candidate signature: Date:

Assessor signature: Date:

Checked by Internal Moderator (*signature*):   Date: