



Activities and Peer Tutoring Short Courses

Student name:

Centre name:

ASDAN tutor:

Sample

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Activities and Peer Tutoring Short Courses

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Summary of Achievement

Yellow centre pages



Achieving your Short Course

How long will the Short Course take?	Hours	Credits
This Short Course can accredit up to 60 hours of Activities and Peer Tutoring: <ul style="list-style-type: none">• up to 60 hours (6 credits) for Activities alone• up to 60 hours (6 credits) for a mixture of Activities and Peer Tutoring• up to 60 hours (6 credits) for Peer Tutoring alone For every 10 hours, you are awarded one credit, for example:	10	1
	20	2
	30	3
	40	4
	50	5
	60	6

These credits can contribute towards other programmes and qualifications.

The **Activities and Peer Tutoring Short Courses** can lead to:

ASDAN Personal Development Programmes
(Bronze, Silver, Gold)

ASDAN Qualifications (Levels 1 and 2)

CoPE (Certificate of Personal Effectiveness) Levels 1 and 2



What must I do?

Read through these introductory pages carefully.

Look at the modules and challenges and decide which challenges you wish to complete – your tutor will be able to help you decide.

Create an evidence portfolio to safely store all the material you'll need to have in place before your tutor can claim your Short Course certificate.

Plan, organise and carry out your chosen challenges, collecting evidence as you go and storing it safely in your evidence portfolio.

Before asking your tutor to check your work and claim your certificate make sure your portfolio contains the following:

1. A student book
2. A completed Record of Progress (page 5)
3. Evidence for each challenge completed
4. The correct number of Short Course Skills Sheets (see pages 29-36)
5. A completed Summary of Achievement (yellow centre pages)
6. A completed Personal Statement (yellow centre pages)

What will I need?

- Your own copy of this Short Course book
- A portfolio (file or folder), into which you will put your evidence

Information for tutors

To download A Quick Guide to Short Courses, go to: members.asdan.org.uk/my-courses/short-courses

This contains step-by-step guidance for delivering any Short Course, from registering with ASDAN to certification.



Recording Your Skills

Recording your skills

Next to each challenge is a set of tick boxes where you can record the skills you have been developing during the activity.

These help you link your achievements to the national standards for these skills.

Completing activities and peer tutoring provide excellent opportunities to develop the skills of:

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

The importance of Key/Core Skills

These are an everyday part of adult and working life. You need to be able to make yourself understood when speaking and writing, planning your own learning, working with others, carrying out basic calculations and using information technology.

Every job needs some or all of these skills and they are just as useful in Further and Higher Education.

Learning

This skill is about how you manage your personal learning and development. It is about planning and working towards targets to improve your performance and reviewing your progress.

Teamwork

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

Coping with Problems

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



Use of IT

This skill is about being able to make the best use of computers and other items such as printers, scanners and digital cameras. Being familiar with how to use this equipment is vitally important, not only in the workplace but also in the home.

Use of English

This skill is not only about how you talk to people but also about the ways you find out information and let other people know about your views and opinions. It also includes all aspects of writing and reading.

Use of Maths

This skill is about your ability to use numbers. If, for example, you've measured or calculated something you will have used numeracy skills. Being able to use numbers is a skill highly valued by employers; many of the challenges in this Short Course will give you opportunity to practise your numeracy skills.



Module 1

Activities – Creative



Module 1

Activities – Creative

Complete up to SIX challenges over 10-60 hours (1-6 credits)

1 Complete **10 hours** of creative activities.

My creative activity:

Some examples of what you could do:

- Art
- Music
- DJ-ing
- Drama
- Filmmaking
- Photography
- Dance

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

2 Complete **10 hours** of creative activities.

My creative activity:

Some examples of what you could do:

- Art
- Music
- DJ-ing
- Drama
- Filmmaking
- Photography
- Dance

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

3 Complete **10 hours** of creative activities.

My creative activity:

Some examples of what you could do:

- Art
- Music
- DJ-ing
- Drama
- Filmmaking
- Photography
- Dance

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths



Module 3

Activities – Anything Goes!



Module 3

Activities – Anything Goes!

Complete up to SIX challenges over 10-60 hours (1-6 credits)

1 Complete **10 hours** of activities of your choice.

My chosen activity:

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

2 Complete **10 hours** of activities of your choice.

My chosen activity:

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

3 Complete **10 hours** of activities of your choice.

My chosen activity:

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths



Module 6
Peer Tutoring –
Supporting a Group with
Development Work



Module 6: Supporting a Group with Development Work

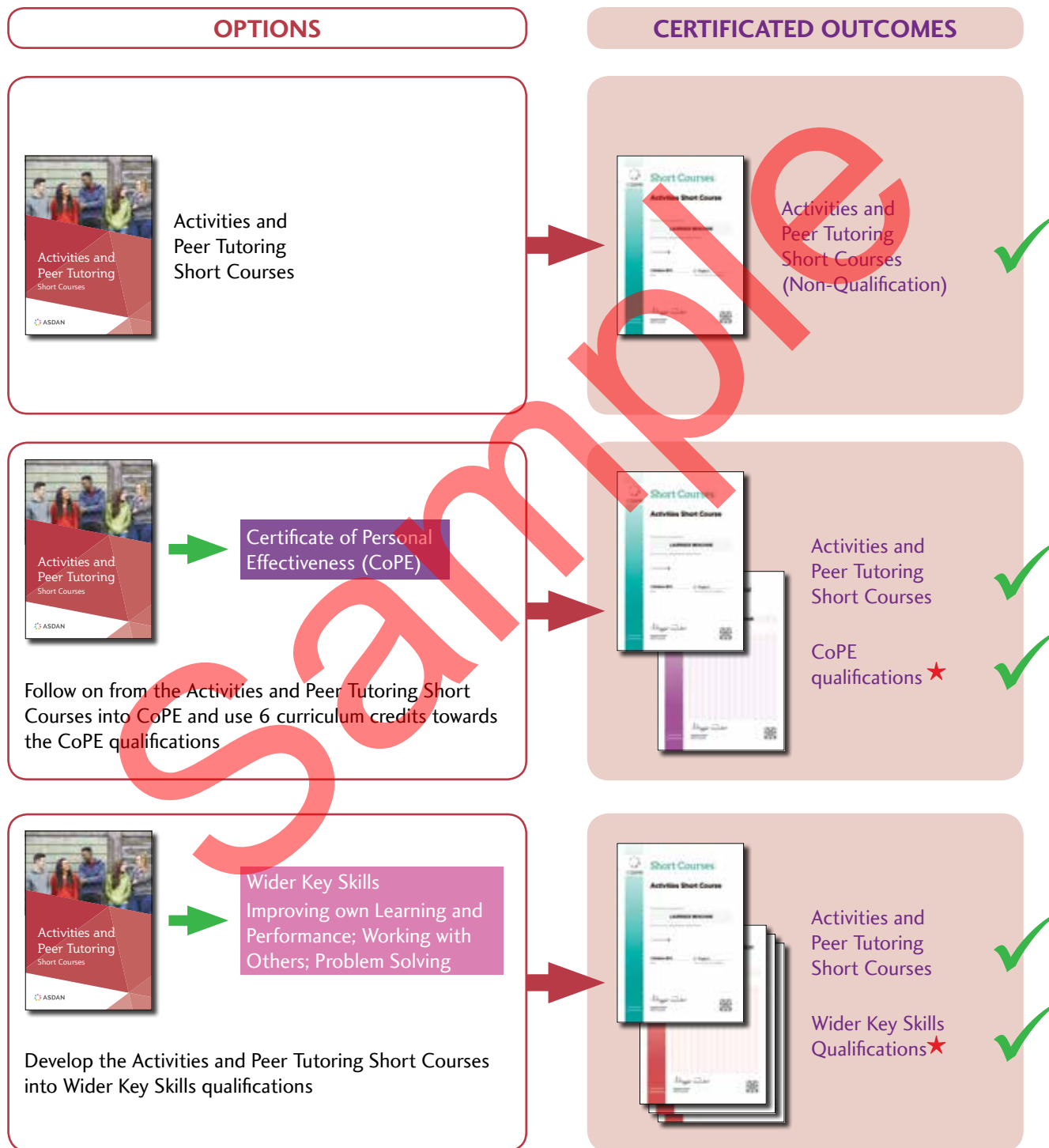
Complete ONE challenge over 10 hours (1 credit)
or TWO challenges over 20 hours (2 credits)

- 1** Get involved in planning and developing activities, and support a group in completing activities over **10 hours**:
- Give details of the group you are supporting
 - Describe the activities you will be working on
 - Plan what you will do to give support (how, where, when)
 - Describe the activities you will help to plan and develop
 - List the skills you will use and develop
 - Review how well the support group worked together
 - Look back at what you did to give support and what activities you helped to plan and develop
 - Reflect on what went well with your support and planning and development, and what you could improve in the future

- Skills I used:**
- Learning
 - Teamwork
 - Coping with Problems
 - Use of IT
 - Use of English
 - Use of Maths

Adding Value

Your Activities and Peer Tutoring Short Course is recognised with an ASDAN certificate, and has a credit rating to reflect the time you have spent on Activities and Peer Tutoring. This course can also be linked to other programmes and qualifications, which add value and give you further options for continuing to develop your skills and experience.



★ If you are aiming to achieve any of these qualification outcomes you should seek advice from ASDAN before starting your Short Course.

Sample



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